**Minutes**
University Curriculum Committee
October 3, 2016
CSS 302 – 12:00 Noon

1. Attendance: Fadayomi (chair), Anderson, Brecken, Eklin, Holton, Hutchinson, Pole, Rosen, Wellman,
   Absent: Weller
   Ex-Officio/Senate: Gramza, Johnson, VanLent,
   Administrative Assistant: Hadley
2. Approved minutes of 9/26/2016
3. Business

| Proposal Number | Title | Action/Votes | Senate Action / Concerns/Reasons/Updates |
|---|---|---|---|
| 17-004 NC AS | PSYC 335 – Police Psychology | Tabled 9-0 | Form B to CJ, course outcomes not measurable |
| 17-005 NC BU | Create ISYS 103 and ISYS 104 | Tabled 9-0 | Form B to all affected, no checksheets attached |
| 17-006 Deletion TE | Closure: Quality Engineering Technology BS | Approved 9 Support No other votes | |
| 17-007 MCC AS | Sociology Curriculum Clean-up: prerequisite modification | Tabled 9-0 | "fuzzy" outcomes – SOCY 270 Remove objectives from form E – SOCY 271 |
| 17-008 MCC HP | Graduating Code Change for RN to BSN Completion Program | | Checksheets needed |

3. **Action Items**

The chair presented a summary of a meeting she had initiated. She explained that the meeting was convened to brainstorm ways to streamline the process for updating student learning outcomes and remove the bottleneck that is discouraging curricula updates.

- The current process requires forms A, E, F and sometime B for course SLO's and forms A, D and sometimes B, E and F for program outcomes. There have been concerns that the current process of updating SLOs is long and arduous as such discourages timely update of SLOs.

- Members present at the meetings were Kemi Fadayomi, Kirk Weller, Robbie Teahan, the past three UCC chairs - Sandy Alspach, Leonard Johnson and Chuck Drake; and Paula Kennedy.

- Some of the options brought forth at the meeting include:
   1. The use of Tracdat to update SLOs. The justification for this is that individual faculty can make a timely and direct update to the SLOs. Also, Trackdat ability to monitor the frequency of the updates and the individual responsible for the updates is an added plus.

2. The creation of a fast-track form A with signature lines for initiator, Department Chair/School Director and then forwarded directly to UCC for review but simultaneously sent to CCC and the Dean for information. The rationale for this option is to reduce the signature steps in the process while making sure that the content experts are able to make timely changes as they see fit but also ensure that the key stakeholders are informed of the changes.

3. A possible adoption of a Master Syllabus which may eliminate the use of Form E.

Committee members like the idea of a master syllabus and an electronic system that connects all the software/repositories where the documents reside. The idea is that a change in the SLO in a master document should be reflected in all documents where the SLO resides. However, committee recognized that an immediate solution albeit temporary is needed.

Members supported Option 2: The creation of a fast-track form A with reduced signature lines with a caveat that department policy (where existed) should be followed.

The chair presented a draft copy of "Outcome Update Form". After much discussions and suggested changes to the form, a motion was made by Mark Hutchinson to continue working on a fast track outcome update form and bring the draft form back to the committee for approval. The motion was seconded by Tim Eklin. Motion carried by a unanimous vote.

Members were reminded to send their comments on the manual update by Thursday, October 6, 2016 if they have not already done so.

The meeting was adjourned until our next meeting on October 10, 2016 at noon.