

## UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

**Date:** September 30, 2009

**Present:** Agnes Samples Carl Castles  
Mark Jacobson Brian Gurney  
Cindy Dell Vern Gagnon

**Absent:** Mick Ender  
Gary Acton – *excused* Cheryl Young – *excused*



Cindy Dell called the meeting to order at 4:04 p.m. on Wednesday, September 30 in the Missouri room.

The September 16 meeting minutes were accepted as presented.

## I. ITEMS – SECOND READING

**Item 60** PSYC 345—PSYX 365 Psychology of Business. Delete course.

**Item 60.a** PSYC 338—PSYX 350/351 Physiological Psychology. Change prerequisites.

**Item 60.b** PSYC 410—PSYX 410 Cognitive Learning Theories. Change prerequisites.

- Motion by Mark Jacobson, seconded by Agnes Samples to **approve Items 60 through 60.b on second reading.**

It was noted that Psychology has supplied plans of study showing PSYC 345/PSYX 365 as removed.

- Motion carried.

## II. ITEM – FIRST READING

**Item 6 MEDA 224 Medical Assisting Clinical Procedures II. Delete course.**

- Motion by Mark Jacobson, seconded by Agnes Samples to **approve Item 6 on first reading.**

It was noted that the UCC saw and approved the deletion paperwork for the Medical Assisting program last Spring. This course deletion paperwork was apparently separated from that packet.

- Motion carried.

- Motion by Vern Gagnon, seconded by Brian Gurney to **waive second reading of Item 6.**

- Motion carried.

### III. DISCUSSION ITEMS

Guest: Lorrie Steerey, Chair, Academic Senate

It was noted that apparently Dr. Steerey could not attend today's meeting.

#### **A. UCC Chair Term: One year or two?**

It was noted that the Academic Senate wants more continuity with the UCC, and a two-year term for the Chair may be helpful. It was stated that there is already a precedent for a two-year term since the UCC Vice Chair assumes the role of Chair in the following year.

However, if the Chair did have a two-year term, the graduate catalog year (like the current year) is a good "warm up" to a busier undergraduate catalog year.

#### **B. Creation of Entirely Electronic Forms**

It was cited that with electronic forms, sometimes so many versions are created through multiple changes to a program that confusion is the result. Some way to mark changes with a time, date, and person would be needed. Also required would be a way to authenticate signatures. It was noted that the forms also need a spell-check option, as the current forms are incapable.

It was suggested that electronic forms could lead to electronic meetings as well. It was cited that if the UCC communicated only online, the curriculum process may actually become *slower*, since there could be a long wait-time for responses to a question or request. It is important to meet with colleagues face-to-face, and electronic meetings are not a good idea.

Dr. Dell stated that she would send all the Committee's comments to Dr. Steerey.

The meeting adjourned at 4:20 p.m.

rjrm