

**UCC Minutes**  
**September 7, 2023**

---

**Members present:**

Cristian Biazzin, Kimberly Breitenbecher, Kevin Corea, Joe Cress, Rhonda Davis, Jeffery Fox, Richard Fox, Michael Guy, Kristin Hornsby, Kimberly Kattus, Mira Green, Danielle McDonald, Melissa Moon, Catherine Neal, Allison Parker, Terry Pence, Nicole Perrone, Dr. Anne Sahingoz, Dr. Karen Vietz, Eileen Shanahan, Andrea Sutherland, Hallie Sylvestro, Richard van Dyke, Parmita Kapadia, Allison Parker, Minchul Shin, Laura Sullivan,

**Members absent:**

Lisa Cuntz, Nancy Lang, Bulent Erenay, David Kime, Tara McLendon Bethany Noblitt, Sarah Runge, Stephanie Songer, Danielle Todd, Jose Torres, Andrea Watkins, Zach Wells, Crystal Summers, Hose Torres, Zach Wells.

**Liaisons and Visitors:**

Allen Cole (Registrar's Office), (VPUAA), Emily Detmer-Gobel (Dean's Office, A&S), Ginger Blackwell (Dean CoE)

---

1. Minute from 4/20/23 and 5/8/23 (email vote) approved
2. Chair report
  - Addressed question of when the UCC should meet in March. Spring Break is usually the second week and we meet the 1st and 4th Thursdays but this year Spring Break falls during the 1st week, should we meet once during the 3rd week or twice during the 2nd and 4th weeks? After discussion it was decided to hold only one UCC meeting in March, during the third week.
  - Deadline Reminders: March 21 for items to make it into the 2024-2025 Catalog (except new programs which must be approved by our January meeting).
  - Minor course changes that will appear in Spring Schedule should be submitted by mid- October. Minor course changes should be submitted to UCC by Mid-March.
3. Curricular items (see below)
  - Department of Teacher Preparation and Education Studies - Education, Culture and Society, B.A. EDS 362 as required adding electives -- Passed
4. Old business
  - Building an SLO repository: the deadline is end of the academic year. As all departments/schools collect their syllabi, have someone in the department (e.g., administrative assistant) access the most recent syllabus for each class, copy the SLOs and paste them into a spreadsheet. Then, the department faculty can vote to approve them all or make changes and vote to approve them all afterward. Then, submit the spreadsheet in a mass course change form to have it approved through the process. This should minimize the impact on faculty workload. Richard Fox will send out a Memo on listserv.
  - The UCC did not have any other initiatives to work on for the year.
5. Curriculum Process Review
  - For new members or members who wanted a refresher, lasted a little over an hour.
6. Adjournment

Respectfully submitted K.Allen-Kattus, 9/8/23