

Minutes Format for the Undergraduate Curriculum Committee and Graduate Council

Minutes and committee actions are to be prepared by the designated secretary of the Undergraduate Curriculum Committee or Graduate Council (either handwritten or on a disk for formatting) in the exact following format. This information is submitted to the respective committee secretary either in the Provost's Office for the Undergraduate Curriculum Committee or to the Graduate Studies and Research Office for the Graduate Council.

UNDERGRADUATE CURRICULUM COMMITTEE/ GRADUATE COUNCIL MINUTES

Date _____
Undergraduate Curriculum/Graduate Council Minutes _____
Page Number _____

TO: _____

MINUTES APPROVED BY: _____
Provost & Vice President for Academic Affairs

FROM: _____
Undergraduate Curriculum Committee/Graduate Council Chair

MEMBERS PRESENT: _____, _____, _____,
_____, _____, _____,
_____, _____, _____,

Please use the following format for Committee Actions to be listed in the minutes. Activity type abbreviations and examples of specific committee actions with clarifications provided in this guidelines and procedures document.

Presenter: _____ (Department Head's Name)
Action: _____ (indicate the appropriate action(s))
Credit hours: _____ **LEC** _____ **LAB** (indicate the number of semester hours)
Fixed or Variable hours _____ (indicate the appropriate type)
Level: ____ **Undergraduate** ____ **Graduate** (if dual level indicate with "X" in both blanks)
Activity Type: ____ (indicate the appropriate activity, see abbreviations on page 2)
Maximum Hours To Be Earned: _____ (total number of semester hours)
Cross-Listed: _____ (indicate course number and name of cross-listing - see Same As definition)
Beginning/Final Term: _____ (define the term in which a course begins or ends)
Abbreviated Course Title: _____
(must be 20 characters or less including spaces)

APPROVED/TABLED: _____ (indicate the action taken by Committee or Council)