

Minutes of the University Curriculum Committee meeting of August 15, 2005

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Location: Airway Sciences 316

Members present:

Dr. Lon Smith, Chair, Dr. Chris Michaelides, Secretary, Mr. Brian Fassett, Dr. Rob Hanser, Dr. Annela Kelly, Ms. Peggy Meredith, Dr. Paul Nelson, Dr. Phyllis Sanders, Dr. Serpit Saydam, Ms. Dorothy Schween

Members absent:

Ms. Carlette Browder, Dr. Harvey Rappaport

Dr. Smith opened the session by welcoming new committee members. He demonstrated login procedures for the new online proposal system, and assisted members in creating accounts as needed.

Reviewing tasks for the coming semester, Dr. Smith addressed the following topics:

A statement expressing the charge of the committee will be added to the UCC web site. This will be done in consultation with the Provost.

A “help” video will soon be added to the UCC web site.

Changes in the university capstone policy will likely result in curricular changes throughout the college. We therefore anticipate a high volume of proposal submissions this term.

All Chairs are now charged with evaluating committee members. Evaluation criteria will be discussed at a later date.

Dr. Smith stressed the importance of reaching a quorum for every meeting. In the event a member is unable to attend a meeting, s/he is required according to UCC procedures to designate a proxy and to notify the Chair in advance of the arrangement.

In order to determine meeting dates and times for the fall, members were asked to email their schedules to the Chair as soon as possible.

There being no further business to discuss, the meeting was adjourned.

Minutes submitted by Dr. Chris Michaelides, Secretary, 8-16-05