

UNIVERSITY COMMITTEE ON CURRICULUM (UCOC)

MINUTES

May 3, 2023

2:00-3:30 pm

****Zoom Meeting****

I. UCOC FEBRUARY 2023 MINUTES

- *Attachment: UCOC February 2023 Minutes*

➔ **APPROVED** with one abstention.

II. OLD BUSINESS

A. Syllabus Template (Required Elements Document) (Geoff Shiflett, SES Chair)

DISCUSSED MAY 2023 Geoff Shiflett, SES Chair, described some changes he introduced to the “Required Syllabus Elements for UCOC” document, which were intended to make the document more useful for someone who is not familiar with it. Members appreciated the clarifications and worked out some additional content and examples, noting also that UCOC should avoid overprescribing certain components. It was noted that ideally there should be an alignment between this document and the CET Syllabus Template, but it should not be the goal for them to be identical. Chair Chi Mak said he would finalize the revisions to the document and distribute it for a final review before publicizing it.

III. NEW BUSINESS

A. Program Revisions with Pervasive Changes (Chi Mak, UCOC Chair)

DISCUSSED MAY 2023 Chair Chi Mak referenced a program revision that had been proposed which included changes so significant that the proposal should probably have been reviewed as it were a new program. The proposed changes would have a significant effect on the resources required for the program and would result in revised partnerships at the university. Members agreed that the pre-proposal process, originally implemented for brand new programs, might be a reasonable method for getting ahead of concerns related to such significant revisions, with the CCO positioned to determine when it’s needed – e.g., when some predetermined threshold of course changes is met. Chair Chi Mak said he would discuss the idea with Vice Provost Stott, who currently conducts the new program pre-proposal process.

IV. INFORMATION ITEMS

A. GE Memos

- *Attachments: UCOC GE Memo 2-25-23
UCOC GE Memo 4-24-23*

B. Scheduled Special Topics Report

- *Attachment: February 2023 – April 2023 Special Topics*

C. Proposal Status Report

- *Attachment: 23-24 Proposal Status 5-1-23*

Members Present

Diane Badame
Matt Bemis
Steven Bucher
Megan Chan
John DeMartini
Donna Garcia
Judy Garner
Brian Head
Chi Mak (Chair)
Danielle Mihram
Geoffrey Shiflett
Andrew Stott

Members Absent

Guests