Members Present: Duff Wrobbel (Chair), Zenia Agustin, Lenora Anop, Denise Cobb, Riza Demirer, Mary Ettling, Anne Flaherty, Kay Gaehle, Bryan Jack, Stacie Kirk, Hoo Sang Ko, Greg Littmann Yvonne Mitkos, Jeffrey Sabb, Carl Springer, Laura Strom, Cheryle Tucker, Kathleen Tunney

Guests: Dave Cluphf, Tom Foster

Dual Admission Exploratory Committee: David Cluphf presented the final report of the Dual Admission Exploratory Committee. He addressed the questions related to the charge, described the work of the committee and summarized the committee’s decision that the University should consider moving forward with the proper funding, personnel and administrative structure. The Curriculum Council will recommend to Faculty Senate that a task force begin work on this initiative. (B. Jack motion, Z. Agustin second)

Minutes Approved: Minutes of the October 17, 2013 meeting were approved with editorial changes.

Unfinished Business:
1. Fast track process for 120-hour conversion: There is expected to be an increase in the number of graduation appeals due to the raised awareness of the 120-hour conversion. The Graduation Appeals Committee has voted to approve all 120-hour appeal requests (in majors where 120 will be the new minimum) if the students have met all of the academic requirements for graduation. Denise Cobb will investigate IBHE and HLC information to clarify to what extent a number of cumulative credit hours less than 120 is allowable by these bodies.

2. Duff suggested that the committee consider whether there is a model for fast-tracking activities. He cited PSYC 431 as an example. This course needs a change to the course description to comply with accreditation requirements and a fast-tracking process would prevent the paperwork from being delayed if the UCC has numerous other courses to be reviewed. The group will consider a set of conditions under which courses could be moved through the review expediently. Several of the CC members discussed the possibility of using automated workflow solution.

3. Follow up from Integrative Studies degree: Stacie reported that questions regarding a director and funding were raised at the open session. The group is gathering feedback.

Reports:
1. Standing Committees and Operations
a. Undergraduate Programs Committee (UPC): See attached/posted on Sharepoint. Discussion regarding the change within Anthropology for a “C” average in all major courses.
b. Undergraduate Courses Committee (UCC): See attached; plans to review a large number of courses specific to Elementary Education
c. General Education: See attached
d. Academic Standards and Policies Committee: No report
e. Assessment: No report
f. Graduation Appeals Committee: No report

2. Additional Reports
   a. Enrollment Management: No report
   b. Registrar: No report
   c. Educational Outreach: No report
d. Academic Advising: Search is underway for an Assistant Director
e. Instructional Services: Yvonne reported that IS has collaborated with the Morris University Center to offer open tutoring sessions during finals week.

New Business:

1. Letters of Collation: Duff and Tom Foster led discussion regarding the purpose of Letters of Collation. The Provost’s Office provided a definition that indicated the Letters were an opportunity for a stakeholder group to express their support or concern for a proposal and that the Letter was not an indication of consent or agreement. The discussion is particularly relevant regarding the process for adding new courses with content similar to existing courses. Additional discussion regarding the use of experimental courses (form 89) and special topics courses as well as the oversight of the Curriculum Committee as these types of courses are introduced. Duff will create a summary of the recent activities that make these discussion relevant, recommendations for resolution, and will present this report to the Faculty Senate.

Zenia Agustin made a motion to adjourn the meeting, seconded by Mary Ettling.

Meeting adjourned at 4:37 pm.