

UUF COMMITTEE ON CURRICULUM (UUFCC)

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THURSDAY, OCTOBER 16, 2008  
11:30 AM - 1:00 PM  
ADELBERT HALL, ROOM 102

MINUTES

ATTENDANCE

John Blackwell  
Gary Deimling  
Emily Garvey  
Gennifer Gibbs

Donald Hunt (for  
Amy Hammett)  
James Hurley (for  
Julia Grant)

Jennifer Lhotsky  
Vasu Ramanujam  
Jacklynn Sanford  
Peter Whiting  
Jeffrey Wolcowitz

UNABLE TO ATTEND

Catherine Albers  
Patrick Crago  
Donald Feke  
Amy Hammett

Julia Grant  
Kenneth Gustafson  
Jill Korbin  
Marshall Leitman

Marilyn Lotas  
Joseph Mansour  
Renee Sentilles  
Mano Singham  
Jane Suresky

The meeting was called to order at 11:32 a.m. by Gary Deimling, Chair of the UUF Committee on Curriculum.

**1. APPROVAL OF MINUTES**

Upon motion, duly seconded, the minutes of the UUF Committee on Curriculum meeting of Thursday, September 11, 2008 were approved with a change to the day noted of the next meeting.

**2. ANNOUNCEMENTS**

- **FILER SYSTEM FOR FUTURE COURSE/PROGRAM ACTION FORMS**  
A request for a filer account for the UUFCC has been submitted and awaiting approval. Once the account has been confirmed the Program Action Forms (PAFs) and Course Action Forms (CAFs) will be uploaded to the site for review prior to the meeting.
- **PROJECTOR FOR MEETINGS TO REVIEW PAFs/CAFs**  
The projector will be set up at each meeting so the PAFs/CAFs can be reviewed by committee members so that there will be no need to print the items for the meeting.
- **VOTING BYLAWS FOR UUF AND THE UUFCC**  
There was a request by the chair to distribute to members the voting bylaws of the UUF and the UUFCC.

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- REPORT ON UUF EXECUTIVE COMMITTEE MEETING 09/25/08  
Chair Gary Deimling gave a report regarding the proceedings at the UUFXC meeting. He gave a report regarding the 09/11/08 UUFCC meeting and outlined two important subject matters that the UUFCC will provide recommendations on the 08-09 academic year.  
They are CSE motion on SAGES and Certificate Programs.

**3. REVIEW OF COURSE/PROGRAM ACTION PROPOSAL (ATTACHMENTS)**

The Program and Course Action Forms were sent in advance of the meeting for review as an e-mail attachment. Listed below are the items reviewed, items were included whether just for informational purposes or due to substantive change that could have an effect on undergraduate education. All items presented passed favorably.

Program Actions

NONE

Course Actions-Group 1

CAS

Population Dynamics and Changing Societies (new course)

CSE

Membrane Separation Processes (drop course)

Special Topics in Chemical Engineering (new bulletin description)

Engineering Optimization (drop prerequisite)

Intelligent Networks & Systems (drop prerequisite)

Course Actions-Group 2

CAS

Professional Communication for Engineers (new bulletin description)

WSOM

Economic Behavior and Psychology (new course)

Economics of Organizations (new course)

Course Actions-Group 3

NONE

**4. COURSE/PROGRAM ACTION FORMS REVIEW PROCESS**

During the process of reviewing the PAFS/CAFs, it became apparent that not all course action forms processed by the colleges and schools are being routed through the UUFCC and instead, are going directly to the Registrar to expedite the process. Although not all course action forms require the UUFCC approval, the committee felt that the decision whether or not to review specific course actions

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should reside within the committee, rather than the colleges and schools. The committee discussed the implications of reviewing all course action forms and discussed possible processes to accomplish this process without unnecessarily delaying the implementation of course actions forms. Jeff Wolcowitz, Dean of Undergraduate Studies, will develop a plan and flow chart of the process discussed at the meeting for the committee to review. Upon committee agreement, the UUFCC could then forward these guidelines to the colleges and schools.

**5. FACULTY SENATE PROPOSAL ON COMMITTEE ON UNDERGRADUATE EDUCATION**

There was a request to resend the proposal to committee members before there is further discussion regarding the matter.

The meeting adjourned @ 1:00 p.m.  
Minutes by Jennifer Lhotsky.

**NEXT MEETING:**  
**THURSDAY, November 13, 2008**  
**11:30 a.m.-12:50 p.m.**  
**Adelbert Hall, Room 351**