**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

|  |
| --- |
| **Date:** March 15, 2019  **Presiding:** Carol White (chair)  **Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenebaum, Deborah Gritzmacher, Joanna Harris-Worelds, , Bryan LaBrecque, Catherine Matos, Mark May, CR Narayanaswamy, , David Plaxco, Joan Taylor, Carol White, David Williams (Sen. Rep.), Jill Lane  **Not Present:** Ron Fuqua (D. Gritzmacher proxy), Emily Kilburg, (D. Gritzmacher proxy), Junfeng Qu (S. Akhtar proxy), Chris Ritter (D. Plaxo proxy), Rosario Vickery (C. White proxy), Rebecca Gmeiner, Latrina Walden  **Recorder:** Joanna Harris-Worelds |

|  |  |  |
| --- | --- | --- |
| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 1:24p.m. | * None |
| **OLD BUSINESS**  **Course Modifications**  CMS 3700, JOUR 3011, JOUR 3012,  CMS 2010  **UCC Absence & Virtual Attendance Policy** | * C. White announced second readings for course modifications. * Motion to approve course additions. * K. Driscoll reminded committee of approved removal policy. Expounded on written attendance policy needs. * If two thirds of the sitting officers of the committee vote to advance the removal of a member, a vote of the full committee will be held. If a supermajority of members vote for removal, the chair will inform the Dean of the representative’s college of the committee decision and request that a replacement representative be elected. * (Discussion on word changes to attendance policy with edits made during discussion as projected on wall.) * C: Absenteeism definition means excessive (and unexcused), therefore word addition would be duplicative. Absenteeism does not mean absent once. * C: Reminded committee discussion on defining set number of absences in policy was held at prior meeting. * Motion to approve absence policy (as edited). * Committee membership brings with it the expectation of a willingness and ability to serve. Absenteeism may be cause for removal. * Motion to approve absence policy with amendment. * K. Driscoll provided virtual attendance options. * C. White elaborated the policy helps to solidifies customary practices. This helps address having a policy mandated by Faculty Bylaws for the UCC Handbook. * (Discussion about when different departments meet, meeting practices, and if/when to better time meetings to avoid other conflicts to help encourage physical presence for meetings. Should wording be developed to define attendance using how a member contributions to meetings.) * Suggestions to edit verbiage to virtual attendance policy. * C. White reminded committee further discussion will be available on UCC D2L discussion board. | * Tabled second reading for free elective restriction. * Approved course modification unanimously during second reading. * Not approved amended absence policy; fails by majority nays with three agree. * Approved absence policy unanimously. * No actions. |
| **ADJOURN** | Meeting adjourned at 2:00p.m. |  |

**Next Meeting:** Friday, April 12, 2019 at 12:00pm Location UC260