**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** April 12, 2019**Presiding:** Carol White (chair)**Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, Deborah Gritzmacher, Joanna Harris-Worelds, Bryan LaBrecque, Emily Kilburg, Catherine Matos, Mark May, CR Narayanaswamy, David Plaxco, Junfeng Qu, Joan Taylor, Rosario Vickery, Carol White, David Williams (Sen. Rep.)**Not Present:** Ron Fuqua (D. Gritzmacher proxy), David Greenebaum (J. Taylor proxy), Chris Ritter (D. Plaxco proxy), Rebecca Gmeiner, Latrina Walden **Recorder:** Joanna Harris-Worelds  |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 1:36p.m. | * None
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| **OLD BUSINESS** **CIMS****Modify Curriculum for BS and BS Secondary Ed** - Math**Business**Program modifications**A&S****Modify Curriculum for BS and BS Secondary Ed** - Biol.**Modify Curriculum for BS** - Chemistry**Modify Minor Curriculum** -African American **Modify Curriculum for BS** - Sociology**Modify Curriculum for BS** - Crim. Justice**Modify Curriculum for Major & Minor** - Psychology**UCC Virtual Attendance Policy** | * Motion to approve curriculum modifications
* Motion to approve program modifications
* Motion to approve curriculum modifications
* Motion to approve curriculum modifications
* Motion to approve minor curriculum modifications
* Motion to approve curriculum modifications
* Motion to approve curriculum modifications
* Motion to approve curriculum modifications
* C. White informed committee that Faculty Senate has been discussing attendance policy for all committees too, which would supersede UCC policy. No approved policy yet. The UCC had already voted and approved an absence policy.
* C. White read two options for virtual attendance policy.
* *Option 1:* In cases where physical attendance is impossible or inconvenient, a member of the committee may attend a meeting virtually. Like arranging a proxy, the virtual attendee must arrange a call or web conference with another member who will be physically present. This “virtual proxy” can relay messages to/from the virtual attendee if the technology malfunctions.
* *Option 2:* With at least three days’ notice, individual committee members must request permission form the chair to attend a meeting virtually. Based on the agenda for that month, the chair will determine the feasibility of virtual attendance. If virtual attendance is permitted, the virtual attendee must arrange a call or web conference with another member who will be physically present. This “virtual proxy” can relay messages to/from the virtual attendee if the technology malfunctions.
* J. Harris-Worelds reminded committee that in option 2, there was a previous change from a ‘may’ to a ‘must’.
* Motion to approve option 2.
* (Discussion on virtual attendance, suggestion to add habitual attendance wording, and scenarios about virtual proxy and proxy difference. Desire to add number defining habitual attendance. If serious enough problem for a number, then the chair decides if habitual. Explained three day constraint as chair needs to have time to check agenda and approve/decline virtual presence.)
 | * Approved second reading of curriculum modifications unanimously.
* Approved second reading of program modifications unanimously
* Approved second reading of curriculum modifications unanimously
* Approved second reading of curriculum modifications unanimously
* Approved second reading of minor curriculum modifications unanimously
* Approved second reading of curriculum modifications unanimously
* Approved second reading of curriculum modifications unanimously
* Approved second reading of curriculum modifications unanimously
* Approved virtual attendance policy with ten yeas, eight nays, no abstentions.
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| **ADJOURN** | Meeting adjourned at 2:21p.m. |  |

**Next Meeting:** TBD - Fall 2019