

UCC Meeting, January 20, 2017

Agenda

1. Committee kickoff and meeting details
  - a. We will keep this meeting time (1:00 on Fridays) but will try to reserve 2004.
  - b. Not planning to meet more than once a month
2. Catalog cleanup
  - a. Identify dormant courses for removal
    - i. Cris will send out a list of dormant courses for committee members to review with their CDC's
    - ii. Determine why they are no longer being offered
      1. Is no one requesting to teach them?
      2. Have the faculty that used to teach them left?
    - iii. Graduate courses will be sent to the DOGE
  - b. Incorporation of X courses
    - i. Experimental courses will also be broken up by CDC for review
    - ii. CDC will determine if they should be officially added to the catalog
      1. Experimental courses can be offered up to 3 times before review the college curriculum committee(s) must review it to be added to the catalog.
  - c. Energy Systems Minor changes
    - i. ME 433 – Alternative Energy, OR EE 351 – Analysis of Energy Systems, will now be accepted for the required energy class.
      1. Therefore the courses accepted for the Energy Systems minor as required courses are:
        - a. Econ 380
        - b. EE 351 OR ME 433
    - ii. ME 433 will be removed from the possible electives (students cannot take both EE 351 and ME 433 for the energy systems minor).
3. Laboratory makeup policy and credit deficiencies
  - a. Discussion regarding adding a new section of 490 (490L) for lab makeups
    - i. This will only be offered as an option for students that need to make up a lab due to study abroad or other similar cases
    - ii. Will not be offered to all students
4. Course add policies
  - a. First week of classes: Instructors should first talk with a student's advisor before signing an add/drop slip
  - b. After the first week of classes: Instructors can sign an add/drop slip if they feel comfortable doing so
5. Open Discussion
  - a. Prerequisites
    - i. If a student hasn't taken the prerequisites they need to talk to their adviser about registering for a course
    - ii. Cris will work on a more formalized prerequisite waiver form
  - b. Additional discussion about requesting room changes

- i. Requests for room changes should be made through Kristin Clemens