

**A MEMORANDUM**

DATE: August 22, 2022  
TO: UCCC Members  
FROM: Dr. Andy Perkins, Chair  
SUBJECT: UCCC Meeting on Friday, September 2, 2022 at 1:30 p.m.

The agenda and proposals for the meeting on **Friday, September 2, 2022 at 1:30 p.m. in the Trotter Room (Room 2200) of the Center for Advanced Vehicular Systems in the Research Park** are enclosed. The minutes will be forwarded by a separate email. Please contact the UCCC Office if you are unable to attend the meeting.

Thank you.

Enclosures: Course/Curriculum Proposals

## Summary of Recommended Changes:

Change 1: Amend the Non-Voting Members to accurately reflect the current names of the various offices and centers.

Change 2: Add Center for Distance Education, Center for Teaching and Learning, University Academic Advising Center, and Office of Research and Economic Development (as pertains to curriculum related issues with Centers and faculty research) and correct the name of Office of Institutional Research and Effectiveness (one entity).

Change 3: Stipulate that Officers shall include a Vice-Chair to be elected by membership.

## Current By-Law:

### ARTICLE III COMPOSITION

The UCCC membership shall include voting faculty members, three voting student members and additional non-voting representatives as listed below.

Section 3 The non-voting members shall be:

- A. A representative of the Registrar's Office.
- B. A representative of the Library.
- C. The Secretary employed for the UCCC.
- D. A representative of the Office of Research and Institutional Effectiveness.
- E. A representative of the Information Technology Services.
- F. A representative of the Graduate School.
- G. A representative of the Office of Institutional Research.

## Recommended Revision:

Section 3 The non-voting members shall be:

- A. A representative of the Registrar's Office.
- B. A representative of the Library.
- C. The Secretary employed for the UCCC.
- D. A representative of the Office of **Institutional Research** and Effectiveness.
- E. A representative of the Information Technology Services.
- F. A representative of the Graduate School.
- G. ~~A representative of the Office of Institutional Research.~~
- G. **A representative of the Center for Distance Education.**
- H. **A representative of the Center for Teaching and Learning.**
- I. **A representative of the University Academic and Advising Center.**
- J. **A representative of the Office of Research and Economic Development**

**Current By-Law:**

ARTICLE VI OFFICERS

Section 1 The officers of the UCCC shall be a Chair and a Secretary.  
Chair- to preside at all meetings of the UCCC and represent the UCCC to the University. The Chair shall be elected annually at the January meeting by the members of the UCCC. The Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Chair's term shall be from July 1 to June 30 of the school year of election. The Chair shall receive 25% released time to perform the duties of the Chair in reviewing proposals, advising colleges and departments concerning proposals and establishing meeting times and agendas. In the event that the Chair cannot preside at a called meeting, the Secretary will serve as the presiding officer.

Secretary- the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

**Recommended Revision:**

ARTICLE VI OFFICERS

Section 1 The officers of the UCCC shall be a Chair, **Vice-Chair** and a Secretary.

Chair- to preside at all meetings of the UCCC and represent the UCCC to the University. The Chair shall be elected annually at the January meeting by the members of the UCCC. The Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Chair's term shall be from July 1 to June 30 of the school year of election. The Chair shall receive 25% released time to perform the duties of the Chair in reviewing proposals, advising colleges and departments concerning proposals, ~~and~~ establishing meeting times and agendas **and attending Associate Deans Council**. In the event that the Chair cannot preside at a called meeting, the ~~Secretary~~ **Vice-Chair** will serve as the presiding officer.

**Vice-Chair- to assist the Chair in the execution of duties related to UCCC. The Vice-Chair shall be elected annually at the January meeting by the members of the UCCC. The Vice-Chair shall be a current, elected member of the UCCC with a minimum of one year's experience on the UCCC. The Vice Chair's term shall be from July 1 to June 30 of the school year of election. In the event that the Chair cannot preside at a called meeting, the Vice-Chair will serve as the presiding officer.**

Secretary- the Secretary shall be a paid employee of the University with responsibility for managing the UCCC office and assisting the UCCC Chair.

**AGENDA**  
**UNIVERSITY COMMITTEE ON COURSES AND CURRICULA**  
**September 2, 2022**

- 1. Welcome**
- 2. Approval of minutes**
- 3. Proposed modification of by-laws**
- 4. Proposed revisions to curriculum policies**
- 5. Course proposals by college/school**

**AGRICULTURE AND LIFE SCIENCES**

Modification	<a href="#">FDM 8100</a>	Creative Component Project in Fashion Design and Merchandising (tabled at March 25, 2022 meeting)
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**ART AND SCIENCES**

Modification	<a href="#">CH 4603</a>	General Biochemistry I
Addition	<a href="#">CH 4613</a>	General Biochemistry II

**EDUCATION**

Modification +Online/Distance	<a href="#">COE 6373</a>	Vocational Assessment of Special Needs Person (tabled at May 4, 2022 meeting)
+Online/Distance	<a href="#">EPY 8223</a>	Psychological Foundations of Education