

**CLAYTON STATE UNIVERSITY**  
**Undergraduate Curriculum Committee (UCC)**  
**MEETING MINUTES**

**Date:** August 7, 2013 **KEY: C = Comment; R = Response; Q = Question**  
**Presiding:** Tatiana Krivosheev (outgoing chair)  
**Present:** Augustine Ayuk, Randall Gooden (faculty senate), Charlie Harris, Susan Hornbuckle, Sandra Jones, Kathryn Kemp (faculty senate), Adam Kubik, Mary Lamb, Lois Manning-Burke, Mara Mooney, Kara Mullen, George Nakos, Leon Prieto, Dina Swearngin, Robert Vaughan  
**Not Present:** Scott Bailey, Christian Barrientos, Deonna Turner, David Williams  
**Recorder:** Mara Mooney

TOPIC	DISCUSSION	ACTION
<b>CALL TO ORDER</b>	T. Krivosheev called meeting to order at 12:04 p.m. <ul style="list-style-type: none"> <li>• First meeting of the academic year; no minutes to approve</li> </ul>	
<b>OLD BUSINESS</b>	<ul style="list-style-type: none"> <li>• No old business</li> </ul>	
<b>NEW BUSINESS</b> <i>Elections</i>	<ul style="list-style-type: none"> <li>• T. Krivosheev asked for nominations for a chair</li> <li>• M. Lamb nominated S. Hornbuckle who declined the nomination</li> <li>• M. Lamb nominated M. Mooney who accepted the nomination; no other nominations were made; the nominations were closed and a vote was taken</li> <li>• M. Mooney was unanimously approved as chair and lead the discussion on other officer elections</li> <li>• M. Lamb was nominated as co-chair of the committee and she accepted the nomination; no other nominations were made; the nominations were closed and a vote was taken</li> <li>• M. Lamb was unanimously approved as co-chair</li> <li>• S. Jones was nominated as recording secretary of the committee and she accepted the nomination; no other nominations were made; the nominations were closed and a vote was taken</li> <li>• S. Jones was unanimously approved as recording secretary</li> </ul>	<ul style="list-style-type: none"> <li>• Approved de-coupling sequence proposal with corrections.</li> </ul>
<i>Meetings</i>	<ul style="list-style-type: none"> <li>• The second Friday of the month at 12 noon was suggested as the committee's meeting date for the current academic year, subject to holidays or other special circumstances; the committee unanimously agreed to hold most regularly scheduled meetings at this time</li> </ul>	<ul style="list-style-type: none"> <li>• M. Mooney will circulate a schedule to the committee via email</li> </ul>

<i>Access to Proposals</i>	<ul style="list-style-type: none"> <li>The committee had a discussion regarding the logistics for review of proposals. K. Kemp suggested that we use an internal document sharing platform and several committee members agreed that this would be a good option. R. Gmeiner suggested an alternate method of accessing proposals might be through banner action forms</li> </ul>	<ul style="list-style-type: none"> <li>M. Mooney will research document sharing options and make a recommendation for going forward in consultation with M. Lamb.</li> </ul>
<b>ADJOURN</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 12:50 p.m.</li> </ul>	

**Next Meeting:** Friday, September 13, 2013 at 12:00 p.m. University Center (UC) Foundation Board Room