**Clayton State University**

**Undergraduate Curriculum Committee (UCC)**

**Meeting Minutes**

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| **Date:** October 12, 2018  **Presiding:** Carol White (chair)  **Present:** Shakil Akhtar,Khamis Bilbeisi, Keith Driscoll, David Greenbaum, Joanna Harris-Worelds, Deborah Gritzmacher, Ron Fuqua, Emily Kilburg, Bryan LaBrecque, Catherine Matos, David Plaxco (phone), Junfeng Qu, Chris Ritter, Joan Taylor, Rosario Vickery, Carol White, David Williams (Sen. Rep.), Rebecca Gmeiner,  **Not Present:** Mark May, CR Narayanaswamy (excused-conference), Latrina Walden, Jill Lane  **Recorder:** Joanna Harris-Worelds |

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| **TOPIC** | **DISCUSSION** | **ACTION** |
| **CALL TO ORDER** | C. White called meeting to order at 1:04p.m.   * Motion to accept 4.13.18 meeting agenda with no attendance in lieu of minutes as cannot be located * Motion to accept 9.14.18 minutes | * 4.13.18 provisional minutes approved * 9.14.18 minutes approved with name correction (LaBrecque) |
| **OLD BUSINESS** | * C. White reminded committee the new program reviewed for Early Childhood Education requires a second reading since committee has approved courses. * C: Concern expressed with no library costs for new program. Requested program to consider funding for resources outside of current resources such as e-books. * Motion to approve proposal for Early Childhood Education program. | * Approved new program unanimously. |
| **UCC Attendance** | * C. White opened conversation for the committee to discuss an attendance policy. Does the committee want to establish a policy? Based on Faculty Bylaws, the UCC has free reign to establish. What should it look like? There is no current attendance policy. Requested Vice Chair to form a subcommittee to draft. * Responses: * Observed same people present; same not present consistently and absence questionable. * Proxy acceptable as established by Faculty bylaws for absences due to conflicts such as conferences. Proxys do count for quorum. * People receiving Promotion & Tenure credit and University-wide activity for committee service when presence lacks meaningful contribution to UCC work. * Policy is for removal rather than attendance. * Not interested in what happens when attending, but really when someone does not attend. What mechanisms are or need to be in place for sanctions or consequences? * Who is attendance reported to? Dept chair? Dean? * There have been P&T review discussions of committee attendance where an applicant has questionable committee attendance behavior. * UCC can set model for attendance and removal. * Ideas for procedures:   1) Acknowledge unexcused absence from Chair  2) “Letter of Concern” to College Dean;  3) Continued behavior equates committee removal.  4) Request replacement from College (parameters: when replaced? finish term or new term?   * If a person cannot attend, who should be informed? * UCC only meets four times per semester, if missing 2 that is half the meetings. Not attending interrupts committee business and potential to affect quorum. * What constitutes an excused absence? Conference? Emergency situation (i.e. sick child)? * Should there be a per semester absence limit without explanation? * If someone cannot physically attend, then is telepresence acceptable? * Telepresence can interrupt meeting flow if too many even though rooms and technology equipped to provide. Who would manage the chosen system? * Prefer to avoid “telepresence” and state “Physical presence strongly encouraged” * UCC meeting dates and times established at year start with 8-9 meetings and typically are mid-day Fridays. With this known schedule, a committee member should be able fulfill committee responsibilities. People know personal situation (i.e. distance to campus, courses taught, etc.) before elections. Why do we need options for a choice and proxy option? * Do not want proxy for every meeting; establishing a formal attendance policy helps address. * When should College be informed? At what time interval and how many unexcused absences? | * Vice Chair, Keith Driscoll, to establish a subcommittee to create verbiage for a UCC attendance policy. |
| **ADJOURN** | Meeting adjourned at 1:33p.m. |  |

**Next Meeting:** Friday, November 9, 2018 at 1:00p.m. Location UC260