

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

**Date:** August 9, 2017  
**Presiding:** Richard Singiser (in place of Jocelyn Stewart)  
**Present:** Andrea Allen, Pearl Chang, Keith Driscoll, Anthony Giovannitti, David Greenebaum, Deborah Gritzmacher, Joanna Harris-Worelds, Byron Jeff, Jill Lane, Joshua Meddaugh, George Nakos, Joan Taylor  
**Not Present:** Ron Fuqua, Christopher Ritter, Latrina Walden, Carol White, Rebecca Gmeiner, Shakil Akhtar, Adel Novin  
**Recorder:** Joanna Harris-Worelds

TOPIC	DISCUSSION	ACTION
<b>CALL TO ORDER</b>	R. Singiser called meeting to order at 3:20p.m.	
<b>OLD BUSINESS</b>	<ul style="list-style-type: none"> <li>Discussion to defer to next meeting as no information sent to approve or discuss.</li> </ul>	<ul style="list-style-type: none"> <li>No approvals.</li> </ul>
<b>NEW BUSINESS Elections</b>	<ul style="list-style-type: none"> <li>R. Singiser opened the floor for nominees for chair.</li> <li>A. Giovannitti stated he will contact members to nominations for Vice Chair and Secretary then create Qualtrics survey for electronic voting.</li> </ul>	<ul style="list-style-type: none"> <li>Anthony Giovannitti elected as Chair for 1 year.</li> <li>No elections for Vice Chair and Secretary</li> <li>A. Giovannitti to email members and create survey.</li> </ul>
<b>Meeting Times</b>	<ul style="list-style-type: none"> <li>A. Giovannitti announced course conflict until 12:30pm, therefore proposed meeting time would be 12:30-1:30p.m and day remains as the 2<sup>nd</sup> Friday of the month.</li> <li>Discussion that UCC meeting dates should relate to Faculty Senate schedule.</li> </ul>	<ul style="list-style-type: none"> <li>Chair to reference Faculty Senate schedule to develop proposed UCC meeting dates.</li> <li>Chair to email members to confirm proposed change to UCC meeting time.</li> </ul>
<b>Proposal Deadlines &amp; Submissions</b>	<ul style="list-style-type: none"> <li>Suggested to have a firm, clear deadline for proposals to give members of UCC time to review before meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Subtle agreement that one week prior to meeting should be sufficient.</li> </ul>
<b>Discussion</b>	<ul style="list-style-type: none"> <li>A. Giovannitti requests to mentor Vice Chair (Chair 2018-2019); individual needs to have 2 year term; he will be unable to mentor during next year.</li> <li>A. Giovannitti proposed to have D2L link to organize meeting agendas/memos/proposals, and to have an Office 365 group email.</li> <li>Recognized need to have replacement for Judith Ruvalcaba (COH), and ensure current, elected UCC members available to carry-out meeting duties.</li> </ul>	<ul style="list-style-type: none"> <li>Chair to email Deans to verify UCC members and participation ability.</li> </ul>
<b>ADJOURN</b>	Meeting adjourned at 3:45p.m.	

**Next Meeting:** Friday, September 8, 2017 at 12:30p.m. Location TBD