AGENDA

October 18, 2013
15:00

1. Call to order
2. Announcements
3. Approval of minutes
4. First Readings… 14-04 to 14-11
5. Adjournment

Our next meeting is November 15, 2013 @ 15:00

Presenters:
Unknown

Member Substitutions:
Unknown

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PROVOST OFFICE


**UCC Shared Drive**

MAC: (Command K) from the Finder and enter: `smb://berling.main.uas.ad/curriculum$

PC: Map network drive and enter: `berling\curriculum$
-or some people have had luck with: `\137.229.218.52\curriculum$

If you are denied access, you may need to preface you uid with “ua” ie: uatfjones@uas.alaska.edu

This drive contains all pending and approved curriculum proposals, the curriculum committee spreadsheet, meeting minutes and files containing the audio record of UCC meetings. It should be read-only available to anyone on a UAS campus.

**Schedule**

| UCC MEETINGS | Are scheduled for the third Friday of every month at 15:00 to 17:00 (coinciding with payroll disbursement). Meet in the Novatney 102 conference room (confirmed for the 2013-2014 academic year). |

**General Conduct Of Meetings**

| UCC MEETINGS | Will endeavor to follow Robert’s Rules of Order. |

**Passing Of Readings**

| QUORUM | 60% Participation of the 8 voting members= 4.8, rounded up to 5 voting members (coincidentally a simple majority) |
| FIRST | Require a movement to pass and a seconding of that movement. A vote is not required. |
| SECOND | Require a majority vote to pass. |

**Deadlines**

| OCTOBER 1 | For implementation and inclusion in the catalog in seven months. |
| MARCH 1 | For implementation and inclusion in the catalog in fourteen months. |

**Forms/Submitting Materials**

| UCC DOES NOT ACCEPT ANALOG PROPOSAL FORMS. |
| From the faculty handbook forms page, CURRICULUM FORMS MUST BE DOWNLOADED, SAVED AND OPENED WITH ACROBAT READER TO WORK PROPERLY. Apple’s Preview application, for instance, corrupts PDFs and makes them unsignable, even if subsequently opened with Acrobat Reader or Professional. |
| New course proposals must be accompanied by a syllabus. |

**UCC Contact Point**

Curriculum questions may be directed to appropriate curriculum committee representatives and to: UAS_CurriculumCommittee@uas.alaska.edu

This address also serves as the entry point for curriculum proposals following the acquisition of requisite signatures.

**When in Doubt**

Consult the latest version of the UAS Faculty Handbook