AGENDA

November 15, 2013
15:00

NOVATNEY 102
Conference Room

1 800 893 8850
Presenter PIN: 2064283
Participant PIN: 2064499

Sequence of Events:
1. Call to order
2. Approval of minutes
3. Scheduling of next meeting
4. Review of updated curriculum forms (contact hours, PAR form, FS President signature, size of tables)
5. Second readings of 14-04, 14-05, 14-06, 14-08, 14-09, 14-10 (14-10 2+2, “by snorkeling”, “Travel to tropical sites is a required course component”, “and instructor permission required” all approved by Heidi.)
6. First readings of 14-07 and 14-12 to 14-30 (Dependent on time allowances and presence of Faculty Senate signatures)
7. Adjournment

Presenters:
1. Jeffrey Lofthus and Katy Spangler (14-24 14-29 Elementary Education) (Moved to the front of the list to avoid the possibility of attending two consecutive UCC meetings without being heard)
2. Brian Vander Naald (14-07 Economics Minor)
3. Amanda Sesko (14-08 Data Analysis in the Social Sciences)
4. Heidi Pearson (14-10 Tropical Marine)
5. Reid Brewer (14-12 and 14-13 Fish Tech)
6. Dale Miller (14-14 to 14-20 Marine Transportation)
7. Pete Traxler for Tom Dolan (14-21 and 14-22 Diesel)

(In the interest of addressing the proposals of guest presenters first and sparing them the grief of sitting through impertinent portions of our meetings, it’d be helpful to place them on the agenda with some advanced notice.)

Member Substitutions: ?

Our next meeting: TBD @ 15:00

MEMBERSHIP
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 your uaID with “ua” ie: ua\tfjones@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

Proposals submitted by the **October 1**

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Proposals submitted by the **March 1**

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Forms/Submitting Materials

**UCC DOES NOT ACCEPT ANALOG PROPOSAL FORMS.**

From the faculty handbook forms page, CURRICULUM FORMS MUST BE **DOWNLOAD**ED, **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