

## AGENDA

**October 18, 2013**  
**15:00**

**NOVATNEY 102**  
**Conference Room**

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








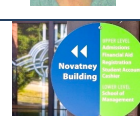
1. Call to order
2. Announcements
3. Approval of minutes
4. First Readings... 14-04 to 14-11
5. Adjournment

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

**Presenters:**  
Unknown

**Member Substitutions:**  
Unknown

## MEMBERSHIP

	<b>CAREER ED</b> <b>CHRIS URATA</b> <a href="mailto:chris.urata@uas.alaska.edu">chris.urata@uas.alaska.edu</a> <i>Recidivist</i>		<b>CIOS</b> <b>EVE DILLINGHAM</b> <a href="mailto:eve.dillingham@uas.alaska.edu">eve.dillingham@uas.alaska.edu</a> <i>Recidivist</i>		<b>EDUCATION</b> <b>ALBERTA JONES</b> <a href="mailto:alberta.jones@uas.alaska.edu">alberta.jones@uas.alaska.edu</a> <i>Recidivist</i>
	<b>HUMANITIES</b> <b>PEDAR DALTHORP</b> <a href="mailto:prdalthorp@uas.alaska.edu">prdalthorp@uas.alaska.edu</a> <i>Recidivist</i>		<b>KETCHIKAN (non-voting)</b> <b>BILL URQUHART</b> <a href="mailto:wlorquhartii@uas.alaska.edu">wlorquhartii@uas.alaska.edu</a> <i>Rookie</i>		<b>LIBRARY</b> <b>BETHANY WILKES</b> <a href="mailto:bawilkes@uas.alaska.edu">bawilkes@uas.alaska.edu</a> <i>Rookie</i>
	<b>MANAGEMENT</b> <b>ANSELM STAACK</b> <a href="mailto:anselm.staack@uas.alaska.edu">anselm.staack@uas.alaska.edu</a> <i>Recidivist</i>		<b>NATURAL SCIENCES</b> <b>CHRIS HAY-JAHANS</b> <a href="mailto:christopher.hayjahans@uas.alaska.edu">christopher.hayjahans@uas.alaska.edu</a> <i>Recidivist</i>		<b>SITKA (non-voting)</b> <b>MARNIE CHAPMAN</b> <a href="mailto:marnie.chapman@uas.alaska.edu">marnie.chapman@uas.alaska.edu</a> <i>Recidivist</i>
	<b>SOCIAL SCIENCES</b> <b>ERICA HILL</b> <a href="mailto:erica.hill@uas.alaska.edu">erica.hill@uas.alaska.edu</a> <i>Recidivist</i>		<b>EX OFFICIO</b> Rick Caulfield represented by <b>CAROL HEDLIN</b> <a href="mailto:carol.hedlin@uas.alaska.edu">carol.hedlin@uas.alaska.edu</a>		<b>EX OFFICIO</b> <b>BARBARA HEGEL</b> <a href="mailto:barbara.hegel@uas.alaska.edu">barbara.hegel@uas.alaska.edu</a>
	<b>EX OFFICIO</b> <b>VIRGIL FREDENBERG</b> <a href="mailto:virgil.fredenberg@uas.alaska.edu">virgil.fredenberg@uas.alaska.edu</a>		<b>EX OFFICIO</b> <b>JAN CRICHTON</b> <a href="mailto:jan.crichton@uas.alaska.edu">jan.crichton@uas.alaska.edu</a>		<b>EX OFFICIO</b> <b>GILLIAN HAYES</b> <a href="mailto:ghayes@uas.alaska.edu">ghayes@uas.alaska.edu</a>

## FACT SHEET

### 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 ualD 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

<b>UCC MEETINGS</b>	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

<b>UCC MEETINGS</b>	Will endeavor to follow Robert's Rules of Order.
---------------------	--

### Passing Of Readings

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

### Deadlines

<b>OCTOBER 1</b>	For implementation and inclusion in the catalog in seven months.
<b>MARCH 1</b>	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](mailto: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