

Memorandum

To: Alan Freitag, Faculty Council President

From: Kim Harris, Chair of UCCC

Date: February 25, 2010

Re: Motions

On Tuesday, February 23, 2010, the Undergraduate Course and Curriculum Committee (UCCC) unanimously passed the following two motions.

1. The Undergraduate Course and Curriculum Committee moves that approval related to General Education requirements be completed before the proposal is forwarded to the College Curriculum Committee or the College Dean so that documentation of approval and consultation can be forwarded through the normal curriculum approval process.

Reasoning: The system in place does not allow for College Curriculum Committees and College Deans to review and consider proposals. Issues related to resources need to be considered as broadly as possible.

2. The Undergraduate Course and Curriculum Committee moves that changes be made to the short form proposal to reflect the change in motion #1 and to make the requirements for catalog copy more clear.

Reasoning: In order to make the approval process more efficient, directions to proposal writers need to be more concise. Catalog copy needs to be included in each proposal so that changes to requirements in programs can be clearly communicated to the Registrar's Office.

3. The Undergraduate Course and Curriculum Committee moves that the following policy be adopted related to University minors. The UCCC also recommends that this policy (as well as any others related to curriculum issues) be posted on the Academic Affairs website with forms and procedures related to curriculum.

Rationale: The current policy was written in 1983 and is not easily available to faculty and administrators. Parts of the policy are not relevant today including recommended hours for minors in Bachelor of Arts and Bachelor of Science programs.

## Policy Related to Minors:

The university recognizes two types of minors:

- Departmental minors: An academic department that offers a major may offer one or more minors within disciplines offered in that department. Usually the departmental minor includes only courses from one discipline.
- Inter-disciplinary minors: A minor may be developed that includes courses offered by the departments that are relevant to the particular minor. A director for the minor will be a faculty member in one of the departments that offers courses related to the minor.

Satisfactory completion of the minor will be noted on the final transcript following graduation.

A minor must consist of at least 15 hours of coursework.