



VCU

UUCC Meeting
Thursday, February 17, 2022
2:00-5:00 p.m.

<https://vcu.zoom.us/j/99377237929?pwd=d1ROVnpRZUtCRERpWmQ2U2k2MStKZz09>

CIM Course URL: <https://next.bulletin.vcu.edu/courseadmin/>

CIM Program URL: <https://next.bulletin.vcu.edu/programadmin/>

UUCC Approval Queue URL: <https://next.bulletin.vcu.edu/courseleaf/approve/>

Select Undergraduate Curriculum Committee Chair in Your Role field

Minutes

Present: Cameron Carter, Mariah Crilley, Kimberly Davis, Yonella Demars, Debra Duke, Elizabeth Edmondson, Aimee Ellington, Humberto Fabelo, Madeline Goldman, Moe Greene, Katie Logan, Patrick Lowery, Edna Renee Macbeth, Maureen Mathews, Julianne Milburn, Teresa Nadder, Elena Olson, Carly Phinizy, Faye Prichard, Kurt Stemhagen, Stephanie Thulin, Hong Zhao, Karen Cary, Teri Dunnivant, Barbara Judy

Guests: Alena Hampton, Gregory Triplett

Absent: Nick Garcia, James Gahagan, Catherine Viverette, Jean Zhang, Veronica Shuford

I Call to Order

II New Business

- **College of Engineering**
Department of Mechanical and Nuclear Engineering
Reviewers: Primary, Nick Garcia, Secondary, Carly Phinizy
New Program
[BS:MS MCE: Accelerated opportunities tab for mechanical engineering](#) (APPROVED)

III Discussion Items

Operational Procedures

- Should proposal links, that no longer work, continue to be included on agendas?
Past membership requested that they be retained.
Committee recommended removal of the links and retain proposal information.
- Should order of agendas continue to alternate A-Z, Z-A by academic unit and department within academic unit?
Yes.

III Discussion Items (cont.)

Operational Procedures (cont.)

- Should proposals be displayed during meetings?
While meetings are held via Zoom there is no need to display unless there is a need identified. When in-person meetings resume committee will revisit the need to display. A point was made that proposals can only be displayed one at a time so if proposals are group they will not be able to be viewed as a group.
- Should approval of minutes be an agenda item?
Yes. Committee agreed that approval of the proposals by the chair is separate from approving minutes.
- Addressing teaching conflicts.
Should committee members experience a conflict between the meeting time of the committee and their teaching schedule, they are asked to reach out to the chair to identify alternative arrangements.
- Identify best method of communicating non-attendance and to whom those communications should be made.
If committee members are not able to attend a meeting they should email both Faye and Barbara.

IV Refresher on Proposal Actions

With the assistance of Edna Renee the following actions were discussed, identifying best practices in reviewing. A recording of the discussion is available.

- New Course
- Course Change
- Course Inactivation
- New Minor
- Closed Minor
- Minor Name Change
- New Concentration
- Closed Concentration
- Concentration Name Change
- New Degree Program
- Closed Degree Program
- Degree Program Name Change
- Temporary Suspension of Admission/Entry
- Permanent Suspension of Admission/Entry