Voting Members Present: Kim Pittcock, Melodie Philhours, Wayne Wilkinson, Jason Stewart, Warren Johnson, Shanon Brantley, John Hershberger, Nikesha Nesbitt

Non-Voting Members Present: Jesse Blankenship, Rebecca Oliver, Summer DeProw, Star Holloway, Karen Wheeler

Members Absent: N/A

Non-Members Present: Rhonda Holcomb (Nursing and Health Professions), Julie King (Nursing and Health Professions), Susan Hanrahan (Nursing and Health Professions), Mary Elizabeth Spence (Assessment)

Meeting called to order 2:01 p.m.

1. Motion to approve May 5, 2020 meeting minutes: Kim Pittcock. Second: Wayne Wilkinson. Passed.
2. Request for back-up chairs
	1. Karen Wheeler requests volunteers to serve as chair if a scheduling conflict arises for her. Kim Pittcock and Jason Stewart agree to fill-in if needed.
3. Old Business
	1. 2020U\_LAC83\_TABLED\_LON\_Reconfiguration-BS-Political-Science-emphasis-Legal-Studies
		* + 1. ADHE no longer approves emphases, concentrations, or tracks, and will require the B.S., Political Science, to be proposed without the emphasis.
				2. ADHE will want a justification for creating a B.S. for the Legal Studies emphasis rather than adding the emphasis to the existing B.A. Is the intent to eliminate the language requirement?
				3. Will other emphases be added to the B.S. later, and if so, is this the desired template?
				4. If there won’t be other emphases would it be more appropriate to rename this degree a B.S., Legal Studies?
	2. No new submission. Remains tabled.
4. Current Curricular Proposals
	1. Subcommittee 1 – Led by Warren Johnson
		* + 1. Motion to approve NHP42 and 43: Warren Johnson. Second: Kim Pittcock. Passed.

2020U\_NHP42\_PM\_BS-Health-Studies-Curriculum-Update

2020U\_NHP43\_NC\_HP-3343-Quality-Improvement

* + - * 1. Motion to table NHP44-62: Warren Johnson. Second: Kim Pittcock. Passed.

Committees 2 and 3 proposed extensive revisions to these proposals prior to the meeting and did not have an adequate opportunity to review the revised drafts to verify that the revisions were made. Post-meeting, Karen Wheeler and Tiffany Keb will review the revised drafts to check for revisions. Once the review is complete, Committees 2 and 3 will perform their own review. After Committees 2 and 3 complete their review they will make a recommendation on the proposals via email, and votes on the recommendation will be submitted via email.

**Update:** After review and revision, a motion was made by Warren Johnson via email on September 18, 2020, to approve NHP44-62 as revised. The motion was seconded by Kim Pittcock. The UCC voted via email and the motion passed.

2020U\_NHP44\_New-Program-LOI-and-Proposal\_BS-Occupational-and-Environmental-Safety-and-health

2020U\_NHP45\_NC\_OESH-3013-Fundamentals-of-Occupational-Safety

2020U\_NHP46\_NC\_OESH-3023-Princ-of-Env-Health

2020U\_NHP47\_NC\_OESH-3033-Air-Pollution

2020U\_NHP48\_NC\_OESH-3103-Recognition-of-Occ-Haz

2020U\_NHP49\_NC\_OESH-3203-Control-of-Occ-Hazards

2020U\_NHP50\_NC\_OESH-3223-Industrial-Hygiene-Sampling-and-Analysis-Laboratory

2020U\_NHP51\_NC\_OESH-3323-OSHA-Standards-and-Practices

2020U\_NHP52\_NC\_OESH-3313-Principles-of-Food-Safety-and-sanitation

Subcommittee 2 – Led by Kim Pittcock

2020U\_NHP53\_NC\_OESH-3403-Construction-Safety

2020U\_NHP54\_NC\_OESH-4003-Internship

2020U\_NHP55\_NC\_OESH-4013-Epidemiology-and-Biostatistics

2020U\_NHP56\_NC\_OESH-4033-Environmental-Health-and-Safety-Management

2020U\_NHP57\_NC\_OESH-4103-Toxicology

2020U\_NHP58\_NC\_OESH-4123-Environmental-Risk-Assessment

2020U\_NHP59\_NC\_OESH-4203-Water-wastewater-solid-and-hazardous-waste-treatment

2020U\_NHP60\_NC\_OESH-4313-Ergonomics

2020U\_NHP61\_NC\_OESH-4323-Accident-Investigation-and-Analysis

2020U\_NHP62\_NC\_OESH-4401-Senior-Seminar

* 1. Subcommittee 3 – Led by Shanon Brantley
		1. Motion to approve AGRI10-12: Warren Johnson. Second: Jason Stewart. Passed.
			+ 1. 2020U\_AGRI10\_CR\_AGEC-4253-Agri-and-Enviro-Data-Science
				2. 2020U\_AGRI11\_CR\_AGST-3503-Geospatial-Data-Applications
				3. 2020U\_AGRI12\_CR\_AGST-3543-Fundamentals-of-GIS-GPS
1. Non-Curricular
	1. Summer DeProw – A-State Assessment Committee
		1. Seeking a UCC representative to serve on the A-State Assessment Committee. Indicates that the Committee meets about once a month for an hour. Kim Pittcock volunteers to serve.
	2. Karen Wheeler – Technical Corrections
		1. The Committee previously discussed allowing technical corrections to go directly to the Registrar’s office last year but an official vote was never taken. Would like the UCC to officially consider these actions. The following actions are proposed as technical corrections:
			* 1. Typographical errors/counting errors
				2. Course frequency
				3. Program descriptions
		2. After discussion, the Committee agrees that the proposed technical corrections should be submitted to the Registrar via email from the applicable chair or program director. The Registrar’s office will present all corrections to the UCC prior to making any changes.
	3. Shanon Brantley - asks whether course titles need to be 30 characters or fewer. Jesse Blankenship indicates that short titles do need to be 30 characters or fewer but the Registrar will abbreviate titles if short titles are not submitted.

Motion to adjourn: Jason Stewart. Second: Kim Pittcock. Passed.

Meeting adjourned 3:10 p.m.

**Subcommittee Memberships**

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| --- |
| **Subcommittees** |
| Subcommittee1 | Subcommittee2 | Subcommittee3 |
| Warren JohnsonMelodie PhilhoursRebecca Oliver | Kim PittcockJason StewartWayne WilkinsonNikesha Nesbitt | Shanon BrantleyJohn HershbergerStar Holloway |
| **Can review:** |
| AGRI, EBS, ECS, NHP, SM, UC | BU, LAC, MS, NHP, SM | AGRI, BU, EBS, ECS, LAC, MS, UC |

All proposals may be reviewed at <https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/documents.dot>