**UCC Committee Meeting**

**September 16, 2011**

**Graduate School Conference Room**

**Present:** Lynita Cooksey, Kim Pittcock, Paula Ruby, Matt Thatcher, Shelley Gipson, Paige Wimberley, Phyllis Pobst, David Gilmore, Natalie Wilbanks, Jesse Blankenship, Rebecca Oliver, Paula Bradberry, Beverly Boals, Josie Welsh, Robert Robinette and Chris Collins

**Absent:** Andy Mooneyhan and Rick Clifft

Dr. Cooksey called the meeting to order at 2:00 p.m.

Dr. Cooksey discussed the HLC Regional Forum in St. Louis that she and Chris attended on September 15th in regards to a minimum of 30 hours of the last 60 hours of a degree must come from ASU.

Send the UCC Schedule to Deans, Chairs and put on AAR Website. Chris indicated that this was already sent to the committee members.

Dr. Cooksey discussed the ADHE Booklet that was put together and handed out to each of the committee members on the criteria and procedures for preparing academic proposals.

Discussed the procedure for new programs and indicated that deans and chairs need approval of the Provost for submission of new programs (include budget). If the Provost gives approval, then prepare an LOI (Letter of Intent) and New Program Proposal form for submission to the UCC Committee and ADHE.

Discussed the Employer Survey that was included in the Criteria and Procedures booklet and Dr. Cooksey indicated that an updated form will be coming from ADHE to meet Title IV. Provide on survey monkey so it can be sent to employers.

On page 5.11.22 of the Criteria and Procedures booklet under the AA Degree, the “60-72 semester hours in the paragraph will be going to 60. The minimum will be 120 hours.

The committee discussed the handouts of the UCC proposal forms. The committee asked that a separate form be made for “New Minor” and “New Emphasis”.

Bulletin Change Transmittal Form is basically for editorial changes.

New Program/Certificate-Bulletin Change Transmittal Form – needs Budget Form on the back of the proposal.

UCC Committee Meeting Notes

September 13, 2011

Page 2

Dr. Cooksey indicated to the committee that there were a lot of proposals to go through the committee between now and February due to the Gen Ed changes, so how do we want to handle this? The committee suggested that a copy of the bulletin be made and to strikeout and put in red the changes for the new 120 hour rule. New Program/Certificate form – change due to 120 hour rule. These must be to ADHE by February 2012 so the proposals need to be to AAR by mid to late November).

Meeting adjourned at 3:45 p.m.

Submitted by:

Chris Collins

Administrative Assistant