**UCC Committee Meeting**

**September 11, 2009**

**Graduate School Conference Room**

**Present:** Anne Cason, Beverly Weems, Brad Edgar, Dave Gilmore, Donald Kennedy, John Hall, Kathryn Jones, Laura Downing, Louella Moore, Lynita Cooksey, Paula Bradberry, Phyllis Pobst, Renee Miller, Shelley Gipson, Chris Collins

**Absent:** Gil Fowler, Marceline Hayes, Tracy Finch, Verlene Ringgenberg

Dr. Cooksey called the meeting to order at 2:00 p.m. Dr. Cooksey discussed the ESL program proposals from Nick Taggart and indicated that they had all been cleaned up. She then discussed the pending proposals from the last meeting of the UCC Committee.

It was indicated that there wasn’t any time to review the proposals with less than 22 hours notice. The committee discussed policies for deadlines to get proposals to the UCC committee members and it was voted and approved that the proposals (hard copy and electronic copy) are to be sent two weeks prior to the meeting to Chris in AAR and then Chris will send the proposals to the UCC Committee one week prior to the meeting so that they will have time to review them before the meeting. If proposals are not sent by the deadline to AAR, then they will be pushed to the next UCC meeting. It was indicated that there was not a problem with waiting until the next UCC meeting to go over the proposals since the committee didn’t have time to review.

A question was raised regarding the section stating “40 words or less” and whether it includes pre-requisites and it was indicated that it does not include pre-requisites.

The committee was asked that extra files must be in the document – do not send a separate file (i.e. syllabus etc.)

The UCC proposal forms are being updated by Chris and the committee was informed that when a New Program Proposal needs to be used, they must use the ADHE Form. The New Program Proposal also has to have the 3 year budget information.

The committee was informed that we need a Vice-Chair nominated for the committee – this will be the 2nd contact for the Shared Governance Process and will fill in for Dr. Cooksey in her absence. The committee was asked if anyone would like to volunteer for this position or nominations would be taken. David Gilmore was nominated and agreed to accept the position. (Chris notified Mike McDaniel of Dr. Gilmore’s appointment as Vice-Chair)

The next meeting of the UCC Committee will be October 9, 2009. UCC proposals are to be sent to AAR (Chris Collins) hard copy and electronic copy by 9/25/09 and to the

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UCC Committee by 10/2/09. Also, deadlines are to be put in the Daily Digest and sent to the Deans and Chairs as well.

ADHE Program Viability was discussed with the committee. If a program doesn’t graduate a certain number of students, then can delete program, embed etc. Appeals are due by 11/1/09. If ADHE is not notified by January, then programs can be deleted.

**The following proposals were reviewed:**

COM07 Return to Joel Gambill for revisions

COM14 Tabled for October meeting

FA22 Approved

FA35 Tabled for revisions

FA37 Withdrawn

**The following proposals were moved to the October 9, 2009 meeting:**

COM01

COM02

COM03

EN01

NHP01

NHP02

NHP03

Meeting adjourned at 3:30 p.m.

Submitted by:

Chris Collins

Administrative Assistant