Meeting called to order at 2 pm by Dr. Wheeler.

1. Approval of April 28, 2017 (including May 9 email info) Minutes [DB motion, WJ seconded. Pass]
2. Course Proposals
   1. Curricular Proposals
      1. 2017U\_NHP63\_CR\_DPEM-3562-to-3603
         1. Motion: WJ. Second: SG. Pass
      2. 2017U\_NHP64\_CR\_DPEM-3572-to-3493
         1. Motion: WW. Second: JS. Pass
      3. 2017U\_NHP65\_CD\_RT-courses
         1. Motion: KF. Second: SG. Pass
3. Election of A-State Assessment Committee representative – Summer DeProw
   1. SDP informed the UCC that the A-State Assessment Committee benefits from more curricular input. Shelley Gipson served last year and did a very good job.
   2. WW nominated SG to continue as representative. WJ seconded. Passed.
4. Updates to Proposal Directions and other supplementary documents – Alyssa Simpson
   1. AS explained the subcommittee assignments. DG and WJ explained the role of subcommittee lead as the one who organizes the discussion and leads the effort to work out issues on proposals prior to the meeting.
   2. AS updated committee on changes to curricular forms and process documents on the website. Specifically: CIP & Department Codes, making Yes/No more prominent, numbers 4.1.a., 4.1.b., 11.1, and 11.2 in the Course Revision Form.
      1. The committee suggested uniformity by moving all “Yes/Nos” to the left side of the question. The forms also need more clarity and uniformity on submitting approval from affected departments/programs. AS will work on making these changes.
      2. SG asked when the new forms would be implemented. AS explained that the forms were already on the website. The committee decided that they would accept the older forms through November, potentially the full fall semester, but proposals will need to be submitted for the spring semester with the newly revised forms.
5. MISC
   1. GT inquired about the process for courses that are not taught and have not been taught for a number of years. Departments recently received notification of such courses from ARR.
      1. KW explained that if they will not be taught, just delete them.
         1. WW requested clarification for deletion process. KW the deletions follow normal curricular process and the committee approves.

Motion to adjourn: JS. Second: SG. Meeting adjourned at 2:27 pm.

**Subcommittee Memberships**

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| --- | --- | --- |
| Subcommittee1 | Subcommittee2 | Subcommittee3 |
| Gabriel Tait  Shelley Gipson  Warren Johnson  Rebecca Oliver | Kim Pittcock  Jason Stewart  Wayne Wilkinson  Nikesha Nesbitt | Deanna Barymon  David Gilmore  Matthew Hill  Kyle Fouts  Star Holloway |