The meeting began at 8:00am.

Welcome and Introductions:
The Chair welcomed the Committee.

Consent Agenda:
The following items remained on the Consent Agenda and were unanimously approved.

College of Engineering and Science
1. Department of Computer Engineering and Sciences
   a. ANC - CIS 1100 - Foundations of Information Systems
   b. ANC - CIS 1200 - Information Technology Fundamentals
   c. ANC - CIS 2100 - System Administration and Maintenance
   d. ANC - CIS 2503 - Advanced Java
   e. ANC - CIS 3100 - Information Systems Security
   f. ANC - CIS 4100 - Enterprise Architecture
   g. CGR - A.S. Computer Information Systems
   h. CGR - B.S. Computer Information Systems

College of Psychology and Liberal Arts
2. School of Psychology
   a. CRC - PSY 4521 - Animal Learning and Behavior
   b. CGR - A.A. Liberal Arts

Discussion Items:
1. Add Honors Section Form
   The Chair noted that the proposed form had been posted on the UGCC website for review, and that its purpose was to serve as the vehicle for when a department wishes to offer an honors section of an existing course, which must be reviewed by the Committee before the course can receive the “HON” designation in the University Catalog.

   A question was asked whether the Committee would entertain changing its procedure when the University establishes an Honors College such that requests for honors sections are first reviewed by the Honors College. The Committee agreed that such an approach would be appropriate upon the establishment of an Honors College.

   It was noted that despite the January deadline for catalog changes, requests to offer honors sections could be submitted as late as the February 2019 UGCC meeting and still be approved for use next fall.

   On the form, it was asked what the difference was between the “justification” for an honors section, and describing the difference between the honors and non-honors sections. It was explained that the justification might be something along the lines of having a sufficient number of high-achieving students
that would benefit from an honors section. It was also suggested that the bullets on the form be reordered such that those containing only informational content (bullets 1, 2, and 4, for instance) be grouped together, while those containing requirements content (bullets 3, 5, and 6) be grouped together. Further, it was suggested that bullet 3 be reworded as “At least one non-honors section must be offered at the same time as the honors section.” The suggested changes were agreed to.

It was asked whether there would be any confusion with applying the “HON” designation to both honors sections and honors courses, to which the response was that honors courses, that have the word “honors” in their title, would not receive the “HON” designation in the Catalog. Having the word “honors” in the title of honors courses would be sufficient.

Finally, it was asked whether this form should be used in instances where there would not be enough students to justify an additional honors section, but individual students might make agreements with course instructors for higher-level rigor to demonstrate they took an honors version of a course. The Registrar indicated there would be no way to track such students, but noted that in such cases, a separate honors section could be created which would meet concurrently with the non-honors section. In that case, the form would continue to be used.

The form was unanimously approved as amended.

Other:
A question on the Cross-Cultural Competence (CCC) certificate program was raised. Two new courses, Elementary Japanese 1 and 2, were approved for use towards the CCC certificate, and it was asked how that approval should be brought before the UGCC when considering such courses. Presently, when a department wishes to add the “CC” designation to a course, that department completes a request form and submits it a CCC task force chaired by Dr. Mary Bonhomme (Assoc. Provost) for consideration. The form is informal, and used internally by the task force. The Committee agreed that the form was sufficient in its current state and did not need to be formalized. For purposes of the UGCC, a requestor should present evidence that a course has been approved by the task force for the “CC” designation (e.g., the signed form) along with either an ANC or CRC form, on which the “CC” designation request should be indicated. That the course has been approved by the task force for use towards the CCC certificate will suffice for consideration by the UGCC.

The Chair noted that the new UGCC website works differently than the old, and that there have been some difficulties with the new site that have yet to be resolved. For example, he noted that while he may send an email to the Committee indicating that something has been posted to the website, it could be several hours before the website syncs and the new content is available. Additionally, retrieving files that should be archived is still a work in progress. He asked the Committee to bear with the difficulties until they could be resolved.

Our next regular meeting is Fri., Jan. 25 at 8:00 a.m. in the Physical Sciences Bldg. conference room (OPS 202). Agenda items are due Thurs., Jan. 27.

Note: The January 25, 2019 meeting is the deadline for Fall 2019 catalog changes.

1 There is a typo in the present meeting’s agenda for the submission deadline for agenda items for the next meeting. The deadline to submit agenda items for the January 25 meeting is Thursday, January 17, not January 27.
The Chair reminded the Committee that the next meeting on January 25 is the deadline for curriculum changes to the Fall 2019 catalog. Because the deadline had passed for new programs to be submitted to APAC for an assessment review, he did not anticipate new programs would be reviewed at the next meeting, in time for next year’s catalog. However, Dr. Ruane (Chair of APAC) was present, and offered that if something needed an assessment review, he would convene a special meeting of APAC in January for that purpose. Submissions for requests to offer honors sections can be submitted as late as the February 2019 meeting for the Fall 2019 catalog.

The meeting ended at 8:20am.

Respectfully submitted,

Mark Archambault – Chair