Undergraduate Council  
New Member Orientation  
August 22, 2014 12:30-2:00 pm; Room 231 Student Center

Members Present:  
Chana Akins  
Karen Badger (Chair)  
Dennis Bender  
Jim Fackler  
Rebecca Freeman  
Michael Goodin  
Anne Marie Kirk

Members Absent:  
Gia Mudd  
Tony Roccanova  
Eric Skipworth  
Bill Smith  
Amy Spriggs  
David Timoney (Ex-Officio)

Guests Present:  
Ruth Beattie  
Randa Remer (Ex-Officio)  
Chris Thuringer

1. Welcome and Introductions
   - General UGC information:
     - This year the UGC will be working with UKCEC, Graduate Council and Senate Council to reduce the amount of time it takes a proposal to move through the review/approval process
     - Revisions that are made at each level of approval need to be passed on to the next approving council to prevent duplication of work
     - UGC members should be familiar with the area(s) they represent and communicate with point-people in those areas when new proposals are submitted for review (Associate Deans will provide UGC with a list of point-people)
     - UGC members will work with a partner to review assigned proposals
     - If a proposal or syllabus requires revisions, UGC members should work with the proposer to make those revisions before the proposal is presented at a meeting (let proposers know when the next UGC meeting is being held, and that may prompt them to respond quickly)
     - Two student representatives provide the council with their important perspective as proposals and courses are reviewed

2. UGC Handbook Review
   - Not all inclusive, but contains information regarding:
     - UGC composition and elections (Senate language)
     - UGC roster and terms
     - Course routing review process
     - Link to UGC SharePoint site, where program proposals can be viewed
     - Criteria for UGC review (Senate website has the UK Syllabus Template posted; UGC also uses internal documents to guide the review process)
     - Helpful links to Distance Learning information, Student Credit Hour definition, eCATS User Manual, Ombud’s website, etc.
   - Review of eCATS system:
     - myUK→Enterprise Services tab→Workflow tab→eCATS (Curricular Proposal) link→eCATS Course Tracking link
     - Use the “Filter By Course ID” to quickly locate a course using its prefix
     - Use the “+” icon beside the course to show tracking of the approval progress so far
     - Course approval tracking will include college level, UKCEC (if applicable), UGC, Graduate Council (if applicable), and Senate Council
     - Select the course in eCATS and it will display the course form (either New, Change, or Drop), and any attachments for the course:
       o syllabus (required for all course proposals except a course drop)
       o memo from proposer (optional)
       o UK Core review form (required for UKCEC review)
3. **“Developing Undergraduate Curriculum” PowerPoint**
   - Created and presented by Chris Thuringer
   - Common issues when developing syllabi:
     - Missing required components: suggestion to use UK Syllabus Template and boilerplate language for required policies
     - No tentative course schedule is provided: UGC uses this to evaluate the rigor of the course
     - Missing/Incomplete grading scale
     - Prerequisites not listed
     - Learning outcomes are not included or are not measurable
     - Assignments need to be outlined, including their relative value in the calculation of the course grade
     - Midterm grading statement is missing
   - Instructions for designing a UK Core course
   - CELT resources

   Tony Roccanova asked about a UGC member’s role in getting proposals approved:
   - The UGC reviewer or Joanie can contact the proposer to work on revisions that will strengthen the proposal and ease its passage through other councils
   - UGC members can always bring a complicated proposal for discussion among the full council, even if it’s not ready for a vote

4. **Group proposal reviews**
   - The UGC review checklist will be provided with course proposals, excluding drops
   - The information listed on the course form in eCATS should match the information provided on the syllabus
   - A-S 547-new
     - This course includes a memo attached in eCATS – not required, but helpful
     - Needs a separate grading scale for Graduate Students (no ‘D’)
     - “A grade of ‘C’ indicates a student has failed to complete the assignment” – no ‘D’ assigned to undergraduates?
     - Attendance policy should be revised to allow students to make up any missed graded work with an excused absence (even on “crit” days), and students can’t be penalized after 3 excused absences (according to SR 5.2.4.2 Students should withdraw after missing 20% of class meetings)
     - The grading policy should be revised to penalize late work after unexcused absences only
     - Missing the midterm grading statement (suggest boilerplate language)
     - Missing Academic Integrity statement (suggest boilerplate language)
   - MCL BA-new (approved last semester, just using as an example)
     - Review the curriculum layout
     - Check total credit hours (~120)
     - Proposal should mention if courses are offered by other depts. or programs – include memo of support from that dept./program
     - Check elective hours
     - UGC reviewers can always email the proposer or meet in person to discuss a proposal if there are questions
   - UG Certificates must include an interdisciplinary component
     - UGC will outline the differences between a minor and a certificate for future reference

5. **Meeting adjourned at 2:10 pm.**

   Prepared by Joanie Ett-Mims on August 26, 2014