Members Present:  
Chana Akins  
Mary Arthur  
Karen Badger (Chair)  
Ruth Beattie  
Dennis Bender  
Jim Fackler  
Rebecca Freeman

Members Absent:  
Michael Goodin  
Gia Mudd

Guests Present:  
Chris Thuringer

Members Present:

Undergraduate Council  
December 9, 2014  3:30-5:00 pm; Bingham-Davis House

1. **Approval of minutes from 12/2 meeting**
   
   Approved.

2. **Proposal reviews**
   
   MA 391—new – approved

   ENG 399-new – **approved-pending**: credit hours had been corrected to 1-3 but syllabus still makes a couple of references to the 6 credit hour course

   LIN 529-new – **approved-pending**: clarify points assigned to each homework assignment and each mini-project

   MCL 525-new – **approved-pending**: clarify how points for seminar prep and participation will be awarded (30% of grade), define attendance policy (penalty for one unexcused absence, etc.)

   PSY 312-change – **approved-pending**: revise make-up policy to allow students with excused absences one week to contact instructor, correct grading scale to reflect failing grade as “E” instead of “F,” upload correspondence from instructor regarding DL justification to eCATS

   UGC members discussed the possibility of adding a question on the course change/DL form requiring a justification for the proposal.

   SOC 437-new – **approved-pending**: correct grading scale to reflect failing grade as “E” instead of “F,” clarify how participation points will be awarded, use boilerplate language for verification of absences, clarify penalty if student is asked to leave class for disruptive behavior

   NUR 386-new (Held, 12/2/14) – **approved-pending**: add make-up policy for missed work with an excused absence, clarify what will constitute a grade of Pass or Fail

   UGC members discussed the need to communicate the new location of the Disability Resource Center across campus when it is determined.

   Biomedical Engineering Minor-new – **Hold**: since this minor is detached from a major the proposer should add assessment information at the program level and student learning outcome level, add Faculty of Record, add a Director as part of the Faculty of Record; Mary Arthur will communicate with the Senate Academic Programs Committee to verify this information will be necessary before the proposer is contacted

   BME 405-new – **Hold**: course description should be revised, clarify if attendance will be factored in to final grade, clarify the grading curve policy (will there be a situation where the instructor curves down?), revise quiz policy to allow students with excused absences to make up missed quizzes (instead of just increasing the weight
of the other quizzes), revise the make-up policy to allow students to make up each individual assignment and exam (instead of just one comprehensive exam), expand course outline to define topics by week and include assignment due dates/exam dates

BME 472-new – approved-pending: clarify examinations policy so that advanced notice for excused absences is not required, explain why the mini-exams will be held outside of class time and when/where they will be held

BME 485-new – Hold: clarify what role the guest lecturer will have and when this lecture (or lectures) will be, remove all references to graduate students from the syllabus, correct grading scale to reflect failing grade as “E” instead of “F,” add make up policy for missed work with an excused absence, remove 685 language from course description

BME 540-new – approved-pending: change language in make-up exams policy from “reasonable circumstances” to “excused absences” and students should have one week to contact instructor following an excused absence instead of 24 hours

EDP/EPE 557-change (Held, 3/11/14) – approved

ABT 505-new – approved

3. Meeting adjourned at 5:05 pm.

Prepared by Joanie Ett-Mims on December 10, 2014