**Report to the Faculty Senate Executive Committee**

**Mid-year report Year-end report**

**Date:** November 8, 2017

**Committee Name**: University Undergraduate Curriculum Committee (UUCC)

**Chair or Co-Chairs:** Jayme Haefner (Assistant Professor, College of Music) and Julie Leventhal (Senior Lecturer, College of Education).

**Meetings for the term/year**: September 6th, October 4th, November 1st, December 6th.

**Membership and Attendance** (year-to-date attendance record):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented** | **Name** | **Department/ administrative unit affiliation** | **Term Ends** | **Meetings Attended** | **Meetings Absent (# Excused)** |
| Co-Chair | Jaymee Haefner | MUSIC |  | 3 |  |
| Co-Chair | Julie Leventhal | EPSY | 2018 | 3 |  |
| **Senate Appointees** | | | | | |
| Group I | Yayoi Takeuchi | LANG | 2020 | 2 | 1 |
| Group I | VACANT |  |  |  |  |
| Group II | Erin Miller | LIBR | 2020 | 1 | 2 |
| Group II | Donna Arnold | LIBR | 2018 | 3 |  |
| Group III | Mary Ann Barber | MATH | 2020 | 2 | (1-sent proxy) |
| Group III | Haifeng Zhang | MEEN |  | - | (appointed 11/09/17) |
| Group IV | Glen Biglaiser | PSCI | 2018 | 3 |  |
| Group IV | VACANT |  |  |  |  |
| Group V | Ann Afflerbach | HMGT | 2020 | 2 | 1. not voted in yet) |
| Group V | Steve Joiner | MKTG | 2019 | 1 | 2 |
| Group VI | Julie Leventhal | EPSY | 2018 | 3 |  |
| Group VI | Kim Baker | KINE | 2018 | 0 | 3 |
| Group VII | Katsura Aoyama | ASLP | 2020 | 0 | 3 |
| Group VII | Brandi Levingston | RHAB | 2018 | 0 | 3 |
| Group VIII | Xiaoqun Zhang | MRTS | 2018 | 0 | 3 |
| Group VIII | April Prince | MUSIC | 2019 | 3 |  |
| Group At-Large | Sheri Broyles | JOUR | 2019 | 0 |  |
| Group At-Large | Julie Leuzinger | LIBR | 2019 | 1 | 2 |
| **Administrative Attendees** | | | | | |
| COS designee | John Quintanilla (nonvoting) |  |  | 2 | (1-sent proxy) |
| CLASS designee | Eddie Meaders |  |  | 3 |  |
| COB designee | Desiree Robison (nonvoting) |  |  | 2 | 1 |
| COE designee | Carol Wickstrom |  |  | 2 | 1 |
| COI designee | Laura Pasquini |  |  | 2 | 1 |
| CMHT designee | HaeJung Kim |  |  | 1 | (only listed on Nov.) |
| CVAD designee | Denise Baxter (nonvoting) |  |  | 2 | 1 |
| ENG designee | Nandika D’Souza (nonvoting) |  |  | 2 | 1 |
| JOUR designee | Tracy Everbach |  |  | 3 |  |
| MUSIC designee | Jaymee Haefner (nonvoting) |  |  | 3 |  |
| PACS designee | Lauren Mathews |  |  | 2 | 1 |
| HONORS designee | Rafael Major |  |  | 0 | 3 |
| **Group Represented** | **Name** | **Department/ administrative unit affiliation** | **Term Ends** | **Meetings Attended** | **Meetings Absent (# Excused)** |
| LIBR designee | Sian Brannon (nonvoting) |  |  | 2 | 1 |
| REGISTRAR designee | Lynn McCreary (nonvoting) |  |  | - | (Elizabeth Vogt attends for her) |
| OCCC designee | Karen Harker (nonvoting) |  |  | 1 | 2 |
| VPAA designee | Jaymee Haefner (nonvoting) |  |  | 3 |  |
| Student | VACANT |  |  |  |  |
| Student | VACANT |  |  |  |  |
| Student | VACANT |  |  |  |  |

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate):**

* Established a November deadline for 2018-2019 catalog proposals; will be moved to October for 2019-2020 proposals.
* Clarification of information item criteria (lack of VPAA form).
* Encouraged UUCC faculty to disseminate reminders about consultations for new courses/programs.
* Created a new seating structure to mimic the Faculty Senate structure (intended to clarify voting, nonvoting, and visiting members).
* Reviewed THECB and core class changes.

**Ongoing/future projects:**

* Creation of UUCC policies and procedures guide for new UUCC members.
* Solidification of curriculum deadlines in line with university requirements (i.e., Registrar, Grad Council).
* Formalize proxy voting procedures.
* Fill vacant group seats on the committee and contact colleges regarding representative attendance to ensure a quorum is present to vote.