

Approved UCAP Meeting Minutes
September 22, 2015
Memorial Library 2042

Present: Andrew Roberts, Queen Booker, Jenny Turner (minutes), John Lindberg (chair), Pat McKinzie, Vicki Schull

Meeting start: 3:07

1. **Approval of charge of UCAP**

Reviewed the charge. Unanimously approved.

2. **Continuing discussion of BA/BS and 100/200/300/400 level courses—next steps**

Lindberg sent survey for review.

Next step is to circulate to curricular committees to get a sense of what is going on. Lindberg recommends getting those involved with curricula involved (chairs, deans, curriculum committee). Each UCAP member will take responsibility to send to curriculum committees, chairs, and/or deans as appropriate for the college. We all have the link. Responses are due two weeks from now. Use the same link Lindberg sent. What is there for the introduction can be used in an accompanying email.

3. **Policy/Procedure question (clarification for Lindberg)**

On GCAP used a Google Spreadsheet, what does UCAP use?

Turner will put UCAP spreadsheet on OneDrive and send a link with each set of minutes.

Do we have a schedule? Lindberg will set one up; 2-3 colleges/week, depending on load.

4. **12 proposals were evaluated. See the [UCAP 2015-16 proposal workbook](#).**

5. **Other**

a. Turner met with Honors; they are new to submitting proposals through CDS.

b. Question: How would I find and share student learning outcomes for a course approved in the past?

Answer: Courses are in CDS; you can search past years. Outcomes from the Common Course Outline are good enough to share with people who ask for them.

Meeting adjourned at 3:43 pm.

Minutes respectfully submitted by Jenny Turner.