**University Curriculum and Academic Affairs Committee**

**UCAAC**

**Meeting # 1**

**August 27, 2019**

**Stalker Hall, Room 211**

**CAAC Members Present**: Renee Bauer, Dan Clark, Margaret Hill, Jeff Kinne, Winnie Ko, Andrew Payne, Blake Rayfield, Brian Schaefer, Edith Wittenmyer  
**Absent:** -  
**Guest**: -  
**Executive Committee** **Liaison**: Shawn Phillips  
**Ex Officio**: present – Whitney Nesser, Angie Smith. Absent but keep on the weekly invitation – Linda Maule, Susan Powers , Jim Smallwood, Linda Sperry, Kelly Wilkinson, Bassam Yousif

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| **Agenda Item** | **Discussion** | **Recommendation/Action** |
| 1. **Call to Order** | Convener J. Kinne called meeting to order at 12:30 |  |
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| 1. **Approval of Minutes** | NA |  |
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| 1. **Approval of \_\_\_** | NA |  |
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| 1. **Review of \_\_\_** | NA |  |
| 1. **Election of Officers** | There was discussion of the roles of the officers.  Andrew nominates Winnie as chair, Dan seconds. Winnie accepts the nomination. Jeff motions closing nominations, Dan seconds.  Jeff nominate Edith as vice chair, Andrew seconds. Jeff motions closing nominations, Brian seconds.  Renee nominates Dan for secretary, Edith seconds. Jeff motions closing nominations, Brian second.  The officers are: chair Winnie Ko, vice chair Edith Wittenmyer, secretary Dan Clark |  |
| 1. **Discussion of Charges** | Charges from Senate Exec –   1. Continue with regular reports to the Faculty Senate on undergraduate curricular proposals. 2. Maintain due diligence in tracking enrollment and graduation rates of new programs, coordinating with Graduate Council on graduate programs. 3. Review progress of Career Readiness in the curriculum 4. Produce and submit an annual report in time for the final Senate meeting of 2019-20.   Charge 2 – CAAC reviewed two years ago – exec committee discussed and reviewed; not much direction was given on what CAAC should do with this. Senate Exec might provide a bit more direction on this charge.  Charge 3 – was not a charge last year. Recollection is that this had been a charge at one point in the past but not much had been done with. There was some discussion at Senate Exec in the spring, some discontent about how things have been handled. The Career Center and Community Engagement are planning to get more faculty input, possibly from this committee as well. Some undergrads sign up for the Career Readiness Certificate but then haven’t completed it and need to have ORR take it off of their transcript in order for them to graduate. |  |
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| 1. **Chair’s Report and Executive Action Items** | NA  There was discussion of the normal workflow for CAAC. If items are in curriculog in our My Tasks list by Tuesday evening, we normally review the proposals the following week. The chairperson will inform the committee whether we will meet the following week.  New CAAC members will need to be put into curriculog, and ORR will make sure the committee is correct in curriculog.  A calendar invite will be sent to all committee members to get this meeting onto everyone’s calendars.  We will meet again in two weeks, and all should keep this on their calendar for each week following. |  |
| *Motion to Suspend the rules* | *Note – CAAC default rules do not allow curriculum to be voted on at the same meeting it was presented. The committee can vote to suspend these rules in order to vote at the same meeting (i.e., to avoid needing to meet only to vote, or to get a proposal moved along a week sooner).* |  |
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| 1. **Executive Committee Report** | NA |  |
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| 1. **Old Business** | NA |  |
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| **Adjournment** | Meeting adjourned 12:50pm | Motion by Jeff, second Edith. |
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