

2018-2019 UNDERGRADUATE COURSE REVIEW COMMITTEE MINUTES
Tuesday, September 4, 2018, College of Sciences 221
12:00-1:00pm

Members present: Pavel Zemliansky (Chair), Karen Consalo, Lisa Danker, Tina Dow, Sara Duff, Dennis Filler, Elizabeth Kinchen, Tamra Legron-Rodriguez, Kevin Murphy, David Nickerson, Kristen Schellhase, Frank Tamberelli, Teresa Dorman, Denise Gammonley, Lynn Hepner, Keisha Hoerrner, Charles Reilly, Manuel Rivera

Pavel Zemliansky called the meeting to order at 12:00 p.m.

Agenda:

Call-In Policy was explained and approved by the committee.

Consent Agenda was presented as an option to help the committee focus on specific courses that need more attention than others. Course Deletions/Course Continuations/Honors Seminars(continuing/renewal) can all be placed on the Course Consent Agenda if the changes do not affect any program outside of the course's department.

Curriculog:

The committee was briefly shown how to find and login to Curriculog. Their User Settings were shown to them. A question was raised about Weekly Digest Emails and the day they will be received if this selection is made. *Danielle contacted DigArc and if the Weekly Digest is chosen the email will be received on Sunday at midnight each week.*

The User Manual was also shown and information was given on what website will provide the manual.

Undergraduate Curriculum Handbook:

The Undergraduate Curriculum Handbook version 1.0 was shown to the committee. They were given details on the location of the handbook and if any additions need to be made, the Office of Undergraduate Studies, can make the necessary changes.

Meeting adjourned at 12:29 p.m.