UPCC "Business Meeting"
September 17, 2020
12:30pm
Via Microsoft Teams
MINUTES

Please note: minutes were derived from a recording of the meeting and chat. Secretary Amanda Wansa Morgan was not present at the meeting.

Members Present

Representing	UPCC Members (2020-2021)		Present	Proxy Name	Absent
Bagwell College of Education	Ethel	King-McKenzie	☒		☐
Bagwell College of Education	Kim	Loomis	☒		☐
College of Architecture and Construction Management	Bronne	Dytoc	☒		☐
College of Architecture and Construction Management	Hussein	Abaza	☐		☒
College of Computing and Software Engineering	Patrick	Bobbie	☐		☒
College of Computing and Software Engineering	Susan	Vande Ven	☒		☐
College of Humanities and Social Sciences	Daniel	Farr	☒		☐
College of Humanities and Social Sciences	Ryan	Ronnenberg	☐		☒
Coles College of Business	Zeynep	Kelani	☒		☐
Coles College of Business	Doug	Moodie	☒		☐
College of the Arts	Nancy	Conley	☒		☐
College of the Arts	Amanda Wansa	Morgan	☐		☒
College of Science and Mathematics	Michelle	Head	☒		☐
College of Science and Mathematics	None	None	☐		☒
Journey Honors College (1)	Brian	Etheridge	☒		☐
Southern Polytechnic College of Engineering and Engineering Technology	Sandip	Das	☐		☒
Southern Polytechnic College of Engineering and Engineering Technology (Replacing Ayse Tekes)	Robert	Keyser	☐	Proxy: Isa Tekes	☒

WellStar College of Health and Human Services	Janeen	Amason	☒		☐
WellStar College of Health and Human Services	Johnathan	Steppe	☐		☒
General Education Council (1)	Jeanne	Bohannon	☐		☒
Office of the Provost and Senior Vice President for Academic Affairs	Anissa	Vega	☒		☐
Library System	Xueying	Chen	☒		☐
Registrar or Designee	Paul	Parker	☒		☐
Office of Accreditation and Policy	Danielle	Buehrer	☐		☒
Director, Digital Learning Innovations	Brichaya	Shah	☐		☒
Undergraduate Student Representative (SGA)	JJ	Lopez	☐		☒
Undergraduate Student Representative (SGA)	None		☐		☒
GUESTS			☐		☐
Debra Hill	AVP		☒		☐
Mardi Richardson	Registrar		☒		☐
Pam Cole	AVP		☒		☐
Amy Jones	AA		☒		☐
Raven Malliett	AA		☒		☐
Danielle Herrington	Registrar		☒		☐
			☐		☐

Called to Order: 12:30pm

Welcome – Michelle Head, Chair
Since our September 24th meeting has a packed agenda with proposals, this meeting has been called to discuss business items for UPCC members to receive updates with curriculum review and procedures. Dr. Head gave thanks to all members for joining this meeting, especially last minute. Another note of thanks was given to the Office of Curriculum (CIA) and additional support offices. Since there have been many wonderful updates, this meeting is to get everyone on the same page.

Dr. Head screenshared a powerpoint to supplement the discussion.

The Purpose of the UPCC Level of Review
- There has been some clean up in regards to the routes of proposals and approval flow, which includes two reviews by the curriculum office. We are hoping this results in cleaner packages arriving at the UPCC. Some of the proposals we will see this Fall 2020

may still require some clean up; however, the hope is that once we hit Spring 2021, those proposals will be cleaner.
- The things we are looking for are the ways that the curriculum aligns, if the policies we enforce are consistent across the university, etc.

The Salmon Checklist (UPCC Member Resource Guide, page 5)
- Please make sure you all check the original email Anissa sent to the UPCC members at the beginning of the Fall 2020 semester.
- Please review the "Salmon Checklist" (page 5 of the UPCC Member Resource Guide)
- Clarification on what UPCC members should be looking at:
    o Conflicts with other programs (hidden impact)
    o Duplications across the university
    o Making sure that policies are in alignment
    o Looking at how USG Area F may deviate and ensure those deviations are justified
    o UPCC shouldn't concern themselves moving forward with the minor adjustments because they should be handled at lower levels.
- Expedited Review Process is in place moving forward
    o UPCC can still review prerequisites and corequisites in reference to how they affect their college or units.
- No Questions or comments

Changes cannot be made at UPCC level (edits)
One of the more significant changes that has occurred: major changes cannot occur (read: edit) at the UPCC. Often, in the past, proposals had arrived at the UPCC and required edits – in some cases, we made edits on the spot and in some cases, they were recommended and routed back and we asked for a PDF of approval chain to accompany the proposal.
In an effort to be transparent, a proposal needs to be either Approved or Rejected.
Changes *can* be made if the proposal is correct but the paperwork needs to be edited after approvals (once it's moved on).

One thing our body doesn't do very much is "Reject"; however, if we cannot make minor changes at the UPCC level, this may result in rejections back down to fix errors if they cannot be fixed by Academic Affairs or AVP.

Keep in mind that the UPCC should be focused on the items on the "Salmon Checklist" (Curriculum Review guidelines). If there are errors in the Syllabus or attached files, that can be pointed out or given a recommendation, that can be fixed once the proposal moves on through the unit.
A rejection would be appropriate if a proposal violates a USG or BOR policy. Our hope is that it will be caught by the Curriculum office prior to arrival at UPCC.
This is a change in how things happen at UPCC, for those who are returning members.
The goal of UPCC is creating curriculum that serves students and helps them move through their degree program.
There are errors that may not affect the bullet points and might be a *recommendation* for a future change.

Question from Ethel regarding what a rejection entails / Michelle consulted Amy / a proposal can go back to the Originator – edits made – and the changes can be voted on at the department committee level and college committee level.

This prompts the need for UPCC reps to go back to their colleges to reiterate that proposals need to be thoroughly vetted and reviewed before they get to the UPCC. Department and college committees really need to meet and review their curriculum. They have a checklist of their own.

- Michelle had some technical difficulties; therefore there was some troubleshooting.

VOTING:
We'd like to follow Robert's Rules.
As we discuss the proposals, we need to clarify if we are talking about a true error that violates the Salmon Checklist *or* if it is a recommendation for the unit or Curriculum office or Academic Affairs or Registrar to clean up as the proposal moves forward.
As the UPCC move forward, we should clarify a recommendation from the UPCC vs. a concern that may warrant rejection.

1. Presentation of the proposal package by the representative
2. Discussion
    1. At this step it is important to make clear whether there is an **error** in the proposal (as described on the previous slide) or a **recommendation for a change**.
3. Floor is open for motions
    1. Motion requires a second
    2. Request for any additional discussion
    3. The person making the motion may opt to edit the motion
    4. Motion is voted on – simple majority of the vote is needed to pass the motion

UPDATE – Removal of Consent Agenda
- Part of this change is due to the development of the Expedited Review Process
- Executive Committee will still meet and review proposals; however, everything will be on the Discussion Agenda. Therefore, members need to be reviewing the full agenda prior to meetings. Perhaps take a chunk to focus on. UPCC reps should be fully aware of the content of the proposals from their colleges in order to aide the team coming in to represent the proposals.

Rules of Order

As we move forward, we want to formalize these more into By-Laws and the Executive Committee will be working on that. EC will still review curriculum before it hits the main UPCC meeting; however, they will focus on these updated UPCC By-Laws this Fall 2020; hopefully, they will be finalized by Spring 2021. This is to reflect and compliment the changes that have occurred in the Curriculum office and now we have thorough guides from CIA that are going to clean up a lot of the Curriculum process.

Anissa gave thanks to Michelle for organizing this meeting and sharing all of this information.

Doug Moodie pointed out – in the past, we used to get huge chunks of curriculum and that resulted in a less-than-thorough review process. Hopefully, the expedited review process will reduce of volume of material for review so that UPCC can focus on bigger picture ideas and bigger concerns within packages. Michelle echoed that while the EC will review curriculum, *all* UPCC members should be reviewing curriculum to ensure thoroughness.

Question from Robert Keyser – do we vote/approve things as they come in? Michelle answered about the voting process – we only vote in official UPCC meetings as a whole committee.

Meeting Adjourned 1:01pm