Padmini Chandrasekaran, Karoline Evans, Michael Geiger, Mary Gormley, Michelle Hunt*, Mary Kate Keyes (absent), Art Mittler, Carol Myers, Jesus Reyes-Blanco (absent), Kevin Petersen*, Julie Nash[1], Mai Nguyen[1], TBD,[2]

*ex-officio, [1] non-voting, [2] student-at-large

Minutes

Meeting of Undergraduate Policy Committee (UPC) of Faculty Senate

September 11, 2023, 3:30 p.m. in Alumni Hall 102

1. **Committee Membership**
   Introductions were made by those present: Michelle Hunt, Padmini Chandrasekaran, Amit Deokar (non-member), Karoline Evans, Kevin Petersen, Kerry Patenaude, Michael Geiger, Art Mittler, Carol Myers, Mary Gormley, Mai Nguyen.

2. **Election of Committee Chair** (Kevin Petersen)
   Faculty Senate President Kevin Petersen requested nominations for chairperson. Mary Gormley nominated Michael Geiger. Second by Carol Myers. Vote was conducted by raise of hand. Michael Geiger was unanimously elected committee chair.

3. **Scheduled Meetings of the Faculty Senate** (Michael Geiger)
   Reviewed schedule of meetings as posted on the Faculty Senate website.

4. **Minutes of April 11, 2023** (Michael Geiger)
   Motion to approve by Mary Gormley; Seconded by Carol Myers.
   Motion approved (5 yes, 0 no, 1 abstain).

5. **New Curriculog Processes** (Kerry Patenaude)
   Faculty Senate Coordinator Kerry Patenaude provided a brief overview of the new approval processes in Curriculog. Everyone with a UML email address can view all steps of all proposals in Curriculog. Originators, Department Chairs/Program Coordinators, College Curriculum Committees, and College Deans will approve proposals directly in Curriculog. UPC and GPAC members will be notified in the week prior to their meeting to review proposals attached to the agenda in Curriculog. UPC and GPAC will discuss proposals and vote during their respective meetings. Committee members may comment in Curriculog if they wish, but only the Chair will enter the results of the vote in Curriculog. UPC and GPAC members should not vote directly in Curriculog. Key issues discussed: Committee members want departments to note if there is a similar course already in existence and how the proposed course differs. Courses at 3000/4000-level must have a pre-requisite. Catalog descriptions must be clear. If College Writing II is a pre-requisite then College Writing I is implied. Syllabi must be included. This semester Kerry will be building help text on the Faculty Senate website.

6. **Proposal to add new electives to the Minor in Disability Studies** (Michael Geiger on behalf of Ashleigh Hillier)
   Motion to approve by Art Mittler. Seconded by Mary Gormley.

7. **Proposals to Add New/Change Existing Courses** (Michael Geiger)
   Committee members reviewed course proposals prior to the meeting. Questions and concerns were addressed. Michael Geiger followed up with proposal originators.

   - **ACCT.3030 Accounting Information Systems** (change existing course)

   - **ARCH.2500L Introduction to the Built Environment** (change existing course)

   - **BMEN.4120L Tissue Engineering Laboratory** (add new course)

   - **CHEM.4500 Introduction to Biochemistry** (change existing course)

   - **DGMD.2510 Video Production to Digital Media** (change existing course)

   - **DGMD.4000 Directed Study in Digital Media** (change existing course)
     Clarified that the credit range is 1-6 credits, earned "by repeating" this course.

   - **ECON.2110 Statistics for Business and Economics I** (change existing course)
     MATH.1200 is now 1205 and 1225

   - **ENGL.4070 Creative Writing Fiction II** (change existing course)

   - **ENGL.4375 Writing a Book** (change existing course)

   - **ETEC.3600 Mathematics & Statistics / EET** (change existing course)
     Department is incorrectly listed as "American Studies," likely because no department was initially selected. What is the specific pre-requisite that hasn't run in years? What pre-requisites are being removed and what is being kept? Course description requires cleanup.

   - **FAHS.1500 Major Exploration Seminar** (change existing course)

   - **HIST.2800 Pandemics: A Global History** (add new course)

   - **HONR.4900 Honors Thesis Research** (change existing course)

   - **INFO.2950 Principles of Information Security** (change existing course)

   - **MATH.1380 Calculus for the Life Sciences I** (change existing course)
     Need clarification regarding "rolls back revision."

   - **PHIL.3109 AI Ethics** (add new course)
     Fix redundance in pre-requisites. ENGL.1020 College Writing II implies completion of College Writing II.

   - **PHIL.4001/4002 Special Topics in Philosophy** (add new course)
     Use 4001 only and tag as repeatable.

   - **PLAS.0010 Plastics Safety Lecture** (change existing course)

   - **PLAS.2190 Principles of Processing Equipment & Automation** (change existing course)

   - **POLI.3001 Environmental Security** (change existing course)

   - **POLI.4001 Environment, Racism, and Justice** (change existing course)

   - **PSYC.4910 Directed Study: Psychology** (change existing course)
     Is pre-requisite language correct? PSYC.1010 and PSYC.2690 *and* permission of instructor? Yes, Directed Studies always require instructor permission.

- **PUBH.2050 Social Detriments of Health** (change existing course)

Motion to approve courses with the corrections noted, by Carol Myers. Seconded by Pam Chandrasekaran. Motion approved unanimously.

Meeting adjourned.