

MINUTES

UNDERGRADUATE POLICY & CURRICULUM COMMITTEE

TUESDAY, SEPTEMBER 13, 2016

COLLEGE OF SCIENCES BUILDING (CSB) 221, 12:00 PM

1. Meeting began at 12:05 PM

2. Members Present: K. Allred, C. Bishop, R. Borgon, M. Caputo, R. Cintron-Delgado, J. Darrell, T. Dorman, D. Gammonley, L. Hepner, K. Hoerrner, J. Kauffman, J. Kent-Walsh, K. Mackie, S. Kuebler, C. Reilly, A. Salter, Y. Wang, R. Wolf

3. Discussion Items

- a. **Call-in Policy:** Participation by telephone is permitted by committee members not located on the main campus.
- b. **Updating the Academic Rigor Report:** The Chair is following up with Faculty Senate Steering Committee to discern the purpose of the report and how it might be utilized (and by whom) were it to be updated. Committee members noted that academic rigor is generally monitored at the department and college levels.
- c. **Development of a collaborative process for inter-college discussion before course approvals:** Most committee members believe the necessary conversations are taking place already. All documentation resulting from those discussions should be included in the submission to the university-level committees.

4. Review of Policies and Procedures Manual: The executive committee (Kelly Allred, Keisha Hoerrner, and Anna Jones) will review and suggest changes and will accept suggested changes via email from committee members (to Brittany Iglesias at Brittany.Iglesias@ucf.edu). Suggestions will be accepted until the November UPCC meeting, which is Nov. 8. The document with track changes will be presented to the UPPC Committee at the Jan. 17 meeting, and distributed electronically with the meeting agenda.

5. Repeat grade policy: This “new business” item was introduced by a committee member as an issue that remained unresolved from last academic year. The Chair will follow up with Dr. Dooley as to how to best handle this topic.

6. Meeting was adjourned at 1:11pm

DRAFT