3. Informational Item

UCC Subcommittee Report on Course Descriptions
In October 2009, the University Curriculum Committee (UCC) created a subcommittee to review course descriptions and the process for updating the course descriptions in COMPASS. Since updates to the catalog course descriptions include editorial changes, this process was also reviewed.

The University Curriculum Committee supports or recommends the following:

- The University Curriculum Committee supports to continue the collaborative process currently in place to insure information and processes are consistent until a new system is in place.

  *Presently, Sharon McCord (OAR Communications) receives editorial and non-substantive changes from Sandra Williams (Curricular Services) on behalf of the departments, UCC and others. During the catalog process, Sharon notices changes that appear to be more than editorial. When this happens, she discusses with Sandra and Bob Knight (UCC Chair) to determine how to handle these changes.*

- The University Curriculum Committee discussed requiring all course and curriculum plan changes go through UCC, even those which are deemed “editorial.” Chairman Knight indicated he meets with OAR Communications during the catalog process and makes the decision about what is considered editorial. The committee did not move to offer a change in the existing process. (*Note: There is some consideration of appointing a committee to review editorial changes.*)

- The University Curriculum Committee supports to continue requiring substantive changes go through the regular process of review and approval.

- The University Curriculum Committee recommends that regardless of the format, the catalog be designated as the definitive custodian of course descriptions.

- The University Curriculum Committee supports a process of uploading course descriptions into COMPASS on an annual basis after courses are finalized in the catalog. A system would need to be developed and coordinated through EIS. The University Curriculum Committee would like this information be conveyed to EIS for coordination and implementation.

- The University Curriculum Committee supports the development of operating procedures for the committee as a working document to be updated as needed. Some procedures are currently documented and as procedures are added others could be involved in the review (i.e., Faculty Senate, Academic Affairs). Those needing discussion would be brought to the UCC.