I. CALL TO ORDER

Voting Members Present: Dr. Cheryl Aasheim, Dr. Dragos Amarie, Mrs. Dawn Cannon-Rech, Dr. Isaac Fung, Mrs. Lori Gwinett, Dr. Chuck Harter, Dr. Lindsay Larson, Dr. Alisa Leckie, Dr. Pidi Zhang

Non-Voting Members Present: Miss Tori Brannen, Mr. Martin Grantson, Ms. Candace Griffith, Ms. Doris Mack, Mr. Wayne Smith

Visitors: Dr. Deborah Thomas

Absent: Miss Ruth Baker, Dr. Adrian Gardner, Dr. Amanda Glaze, Dr. Rami Haddad, Dr. Barbara Hendry, Dr. Raymona Lawrence, Dr. Ed Mondor, Dr. Peggy Mossholder, Dr. Edward Rushton Dr. Marian Tabi

Dr. Alisa Leckie called the meeting to order at 3:39 p.m.

II. APPROVAL OF AGENDA

A Fung/Amarie motion to approve the agenda was passed unanimously.

III. CHAIR’S UPDATE

Dr. Alisa Leckie stressed that members need to make sure either they or an alternate can attend the meetings for the 2018-2019 term.

IV. NEW BUSINESS

A. College of Education......Refer to the Curriculum Site for details

An Aasheim/Amarie motion to approve the following accreditation-related course revision was passed unanimously.

Course Revisions
ESED 4090

B. OTHER BUSINESS

A. Undergraduate Committee Bylaws

Dr. Alisa Leckie explained that the membership bylaws were set forth by the Faculty Senate (Article 4, Section 10) and if they change their bylaws, it will change the membership bylaws of the Undergraduate Curriculum Committee. Dr. Pidi Zhang, on behalf of Dr. Barbara Hendry, suggested that the word “Committee” needed to be inserted into the formal name in the bylaws. It was clarified that the name is determined solely by Faculty Senate. Dr. Zhang also suggested for Dr. Hendry that the membership section needs to be reorganized or formatted for a better flow, article 4 needs to be changed to an activate voice, and it needs to be elaborated on who will notify committee members.

A Harter/Amarie motion to approve the undergraduate committee bylaws was passed
B. Undergraduate Committee Procedures

Dr. Leckie mentioned that she had broached the subject of the Undergraduate Curriculum Committee having their own recording secretary (not a representative from the Registrar’s Office) with Dr. Jamie Herbert (Georgia Southern University President) after the last Faculty Senate meeting.

A Harter/Amarie motion to approve the undergraduate committee procedures was passed unanimously.

C. 2018-2019 Undergraduate Committee Meeting Schedule

The voting members were presented with four options for the meetings schedule for the 2018-2019 term: Tuesdays at 10:00 A.M., Tuesdays at 3:30 P.M., Thursday at 3:30 P.M., and Friday at 2:00 P.M. The members voted unanimously to continue with the undergraduate committee meetings on Tuesday afternoons at 3:30 P.M. Dr. Aasheim suggested that instead of the SEC asking for membership preferences, they appoint whoever can attend all the meetings based on their fall class schedule. At the spring mid-point, the undergraduate committee chair would send an email to the college deans asking them to not schedule member classes during the committee meeting times.

V. ADJOURNMENT

There being no further business to come before the committee, an Aasheim/Amarie motion to adjourn the meeting at 4:08 p.m. was passed unanimously.

Respectfully Submitted,

Jade Brooks
Recording Secretary
I. Name

The name of this committee, as denoted in the Faculty Senate Bylaws, shall be the Undergraduate Committee—a standing committee of Georgia Southern University’s Faculty Senate

II. Membership

A. Voting membership of the Undergraduate Committee shall be comprised of senators and/or senate alternates, representing each college and the University libraries (Article 4, Section 10 Faculty Senate Bylaws). Members are either appointed by the Senate Executive Committee or elected by the colleges and libraries. Non-voting membership shall consist of the Provost and Vice President for Academic Affairs, or his/her designee, who shall vote in the case of a tie among the voting members of the committee; the Student Government Association President or Vice President of Academic Affairs; and a representative from the Office of Institutional Effectiveness.

B. The chair shall be a senator elected by the voting members of the committee.

C. Alternates

When Undergraduate Committee members are unable to attend committee meetings, they will send a college or library elected alternate in their place, as applicable. Both members and alternates should arrange with their department chair to get a teaching schedule that allows them to serve throughout the term of their service.

III. Duties and Responsibilities

The Undergraduate Committee operates according to the Bylaws of the Faculty Senate. The committee shall

A. serve as a strong advocate for academic distinction in the University’s undergraduate programs and curricula;
B. recommend to the Faculty Senate policy and procedures concerning undergraduate programs and curricula;
C. review and approve all changes in undergraduate courses, major and minor programs, emphases, concentrations, and degrees;
D. consider all proposals for new degree programs, majors, and/or minors and make recommendations to the Senate for action;
E. review all actions of the college curriculum committees and be the body of the University to which any college or autonomous department/program makes recommendations concerning undergraduate curricular matters;
F. report to the Librarian, the Senate Executive Committee, and the Senate; and
G. maintain continuous review of all undergraduate programs through the university-level Comprehensive Program Review process with the exception of general education which shall become the domain of the General Education and Core Curriculum Committee.

IV. Duties of the Chair

Duties of the Chair of the Undergraduate Committee:

- In conjunction with the Registrar, set the agenda and conduct all meetings.
- Designate a committee member to serve as acting chair in his/her absence.
- Assign committee members to ad hoc subcommittees.
- Appoint chairs of ad hoc subcommittees.
- Provide the Senate Librarian with reports of each committee meeting within 10 working days of such meetings for inclusion in the Librarian’s Report.
- Submit within 10 working days to the Senate Executive Committee a prioritized list of actionable items to be included as agenda items for consideration by the Senate.
- Submit to the Faculty Senate a summary of achievements for the academic year and goals for the next academic year.
- Present the minutes of the Undergraduate Committee to the Senate as a regular agenda item.

Participation in the Comprehensive Program Review Process:

The BoR requires these self-study reports as part of the comprehensive review process. Members of the BoR are not experts in the fields, so reports need to be organized and comprehensible to the lay person.

- Review will consist of the quality of the report not of the program. Many programs have their own external accreditation bodies that provide the programmatic review aspect of the CPR process for the university.
- The Undergraduate Committee will serve as another set of eyes to ensure the program reports submitted to the BoR are of high quality
  - If the Undergraduate Committee reviewers determine that a report does not meet standards, then programs will revise according to the feedback before submitting to the BoR.
- By reviewing self-study reports, the Undergraduate Committee remains in line with evaluation processes used by the General Education and Core Curriculum Committee and the Graduate Committee.
- The Undergraduate Committee can decide which committee members will review various program reports, as long as reviewers are from a different program but can be from the same college.