**Academic Programs Subcommittee Meeting Minutes**

**October 22, 2019**

**Voting members present:** Fabian Alfie, Melissa Goldsmith, Kelly Leslie, Todd Lutes, Holly Nelson, Brennen Feder, Suzie Weisband

**Non-voting members present:** Stephanie Carlson, Martin Marquez

**Voting members absent:** Wendy Davis, Amy Kimme-Hea, Anthony Sanchez

1. Chair Fabian Alfie called the meeting to order at 3:30 PM.
2. Approval of September 24, 2019 Meeting Minutes

**A motion was made to approve the minutes, seconded and approved with five in favor, none opposed, and two abstentions.**

1. Consent Agenda
2. Modification: BS in Pharmaceutical Sciences
3. Modification: BA in Italian
4. Modification: Minor in Journalism
5. Modification: BS in Molecular & Cellular Biology
6. Modification: BA in Biochemistry
7. Modification: BS in Biochemistry

**A motion was made to approve the consent agenda, seconded and approved with seven votes in favor.**

1. Discussion Items
2. Undergraduate Certificates

At the last UGC meeting, changes were approved to the certificate policy that, once fully approved, would lift the moratorium on new undergraduate certificates. There were about twenty proposals that were held or impacted due to the moratorium being implemented a few years ago. Last year, this subcommittee reviewed and provided feedback on the rubric and forms for new certificate proposals. With the upcoming lift of the moratorium, we expect to see a significant number of certificate proposals very soon. This group had previously discussed prioritizing review of those proposals that were stalled by the moratorium. The question is how to handle review of potentially twenty proposals. The results of this discussion are as follows:

Curricular Affairs will contact departments with stalled proposals to gauge whether they are still interested in pursuing their certificates, and will also share with them the current version of the updated policy and the newly developed rubric. The stalled proposals will not be obligated to use the new UAccess online workflow, but will be permitted to use a modified paper form. The number (out of ~20) that wish to move forward will dictate the Academic Programs Subcommittee review process:

If five or fewer of these proposals continue to the Academic Programs subcommittee approval, the standard review process will remain in place; each will be an action item with a presentation and Q&A from the proposer.

If a larger number continue to subcommittee approval, the review process will be modified. Proposals will be reviewed by two subcommittee members (assigned alphabetically, not to review proposals from one’s own college) and scored on the rubric. If the proposal scores 3 (out of 4) or higher on each item by both subcommittee members, then the proposal can be added as a consent agenda item. If the proposal scores lower, or the reviewing subcommittee members have additional concerns, the proposal will be an action item with a presentation and Q&A from the proposer.

The subcommittee will prioritize the stalled proposals, and will not review new certificate proposals until after review of the stalled proposals. For the future, if a high volume of new certificate proposals are received, the subcommittee will consider implementing a standing, smaller executive group to review these rather than being part of the subcommittee agenda. This would align with the practice of Graduate Council.

1. Undergraduate Proposal Tracking Webpage

Martin created this spreadsheet to show the status of each proposal received by Curricular Affairs. It’s published as a webpage that can be viewed by members of Academic Programs Subcommittee to see what’s upcoming.

1. Undergraduate Proposal Approval Table

This is an informational item from the Academic Administration website. This table shows which forms and approvals are required for various types of curricular requests.

1. Meeting Adjournment