

**Approved Minutes**  
**Undergraduate Curriculum and Policy Committee**

Tuesday, October 16, 2007

215 Morris Hall

3 - 5 pm.

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Present: G. Handke, P. Hoffman, M. Rolfes, W. Sandmann, J. Schomberg, M. Syed

Guest: B. Flannery, Assistant Vice President for Undergraduate Studies and International Studies

**Business:**

1. AVP Flannery reviewed the proposed template for undergraduate programs. The templates are intended to allow students to more easily compare requirements of programs. UCAP is asked to review new program proposals and program redesigns to be sure templates are included.
2. Minutes of September 11 and October 9 were approved.
3. Proposal 38 will be reviewed next week; P. Hoffman will try to resolve some issues with the proposals before next week.
4. Proposals forwarded by the Registrar with respect to offering both non writing-intensive and writing-intensive sections of the same course, and whether departments want both types of offering listed in the bulletin were referred to the departments affected for potential action. These courses had not been given numbers by AA before coming to the committee.
5. The list of courses listed in the bulletin but without course descriptions will be forwarded to the departments affected for appropriate action.
6. The next meeting is tentatively scheduled for October 23.

Meeting adjourned at 3:40 pm.

Respectfully submitted:  
Mary Rolfes  
UCAP Secretary 2007-08