

MICHIGAN STATE UNIVERSITY
University Committee on Undergraduate Education
Agenda

September 7, 2017

10:15 A.M. to 12:00 P.M.

Rm. 155 Administration Building

1. Motion to Establish Taking of the Minutes (Action Item)

The secretary for the Associate Provost for Undergraduate Education shall attend Committee meetings and prepare minutes for review and approval by committee membership. Meetings will be audio taped for purposes of verification of information when composing minutes.

2. Approval of the Agenda (Action Item)

3. Welcome and Introductions (Action Item)

Sekhar Chivukula, Associate Provost for Undergraduate Education
Richard Miksicek, UCUE Chairperson

4. Approval of the April 27, 2017 UCUE Minutes (Action Item)

5. Comments from the Chairperson

- a. UCUE Bylaws and Role in Academic Governance (Information item) (*handout A*)
- b. Elected Committee Positions and Subcommittees (Information item)
- c. Committee Operating Procedures (Information items)

- Robert's Rules

<http://parlipro.org> and the companion site <http://rulesonline.com/>
(*handout B*)

- Responsibilities of committee members

- d. Committee Operating Procedures (Action items)

- Voting (conducting business) via email or online survey

The committee agrees to allow the chairperson the flexibility to craft final language for motions and documents and to take votes by email on issues already discussed with the provision that, if any one member objects, the issue will return to the agenda at the next meeting. A quorum is required for the vote to be valid.

- Additional Meetings (Action Item)

The committee agrees to allow the chairperson the authority and autonomy to call additional meetings.

- Procedure for granting and removing voice for visitors

The committee agrees to allow the chairperson to grant and remove voice for visitors to UCUE meetings without a formal committee vote.

- Public comment procedure (*handout C*)

The University Committee on Undergraduate Education will continue to use the Procedure Regarding Public Comment as approved by UCAP on November 19, 2009, to guide public comment in UCUE meetings 2017-18.

- UCUE Member Substitutes - Voting Rights

Member substitutes--i.e., members of faculty or students who are a part of the same constituency as the elected member--shall be allowed the same voting rights as the committee members at that meeting. Constituencies will determine how committee substitutes are chosen.

- e. UCUE Business Review and Preview (Information)
- 6. Comments from the Associate Provost for Undergraduate Education
 - a. Role of UCUE in reviewing New Programs (Information item)
 - b. Role of UCUE in reviewing Moratorium and Discontinuance Requests (Information Item)
(handout D)
- 7. Request for a New Bachelor of Science Degree in Medical Laboratory Science (Action Item)
John Gerlach, Director, Biomedical Laboratory Diagnostics Program
Kathy Hoag, Associate Professor, Biomedical Laboratory Diagnostics Program
Mariane Wolfe, Specialist, Biomedical Laboratory Diagnostics Program
- 8. Request for a Moratorium on Admission to the Bachelor of Science Degree in Clinical Laboratory Sciences (Action Item)
John Gerlach, Director, Biomedical Laboratory Diagnostics Program
Kathy Hoag, Associate Professor, Biomedical Laboratory Diagnostics Program
Mariane Wolfe, Specialist, Biomedical Laboratory Diagnostics Program
- 9. Request for an Extension on the Moratorium on Admission to the Bachelor of Science Degree in Computational Chemistry (Action Item)
Gary Blanchard, Associate Chair, Chemistry
- 10. Request for a Moratorium on Admission to the Minor in Creative Writing (Action Item)
Cara Cilano, Chair, English Department, College of Arts & Letters
- 11. Request for a Moratorium on Admission to the English Disciplinary Teaching Minor Available for Elementary Certification (Action Item)
Cara Cilano, Chair, English Department, College of Arts & Letters
- 12. Roundtable