

## Procedures for UCC Council Review of Courses

1. UCC Co-Chairs will notify Council members of specific courses in the queue.

2. How to find courses

- a. Log on to WP Connect
- b. Click on Employee Applications. You may need to select the Employee Tab first before you can see the option for Employee Applications.
- c. Click on Faculty Services
- d. Click on WPUCC Application.
- e. Select course and review course outline and proposal online or print.

3. Discussion and approval process

Courses will be reviewed based on the following

- a. Does the course meet the Area SLOS
  - b. Does the proposal indicate how the SLOs will be evaluated
  - c. Does the course outline match the proposal
  - d. Comments by the Review Panels
- a. Council members may use the listserv to discuss courses prior to the meeting .
- b. Council members with specific concerns should email their concerns to the chairs who will prepare a document summarizing all concerns for the next meeting. This will facilitate discussion.
- c. Discussion of specific courses will be limited to 10-15 minutes followed by a vote. A course may be tabled to allow further discussion.

4. Voting

a. A spreadsheet will be used to record votes and become an official record of our review. The note taker (or other council member) will record the tally on the spreadsheet during the Council meeting)

Date	Course Title	UCC Areas	Votes Y/N	Decision to table	Comments
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b. A quorum is equal to 50% of the voting members plus one. Two-thirds majority of voting members is required for approval.

c. A member who is not able to be present may vote via email. These votes should be sent to one of the Council chairs prior to the Council meeting ( by 9 am of the day of the Council meeting).

d. Administrative liaisons may not vote.

#### 5. Courses declined by the UCC Council

a. A course may be “declined” to allow for minor editing and formatting changes. In this instance, the UCC Council may vote to “approve with revisions”.

b. A course may be declined if the proposal fails to obtain the required votes. In this instance, the Council will determine the comments to be included on the online form.

c. One of the co-chairs will decline the course using the online course approval process and specify issues based on the Council’s discussion. Co-chairs may choose to contact faculty directly to discuss issues related to the course. Co-chairs with the advice of the Council may invite the course preparer to a Council meeting or the faculty may request the opportunity to discuss a course with the Council.

d. An email is automatically generated when a course is declined. Notice of the vote to decline is sent to the faculty member with a copy to the chairperson. Once the requested revisions have been made, the faculty member can re-submit the course and it will automatically be sent back to the UCC Council for a second review.

#### 6. Appeal Procedures

If a course is declined by the Review Panel, the faculty member may request that the UCC Council review the course for UCC designation. The UCC Council will consider the comments of the Review Panel and the issue as presented by the faculty member in determining if the course meets the UCC outcomes.

October 8, 2010

Revised, October 22, 2010