UW-La Crosse Faculty Senate
UCC Chair’s Final Report—2012-13 Academic Year

7 June, 2013

Dear Senate Members:

The Undergraduate Curriculum Committee was not charged with any specific responsibilities for this academic year. We remained very busy with routine curricular activities, however, being a new “catalog” year. Despite the lack of charges from the Senate, a few additional curricular items were discussed by the committee:

1. **Courses that have not been offered in at least ten years:**
   Registrar Bakkum asked the committee for its opinion on potential action on courses that have not been offered for a decade. It was noted that some departments would choose to maintain course listings despite a lengthy hiatus, while others may simply be unaware of the situation. While discussed, no mandatory action was recommended. Instead, it was agreed that departments will be periodically notified by the Registrar and they can take action as they see fit.

2. **Heightened expectations for UCC proposal summary documents:**
   The committee discussed several ways that UCC proposals can be made easier to review. Without a contextual summary document, it can be very difficult to understand the broader implications of proposed changes. Departments typically (but not always) provide a brief document outlining proposal changes, and their quality, length, and level of detail varies greatly. The existing form (LX-137) is rarely submitted with new proposals, and it is a simple listing of mechanical changes with no explanation of their purpose or context. The committee suggested that a new form with a common, standard format be established to provide details of changes with a brief discussion of reasons, relevance, and impact, and that it be required of all new proposals. We did not take any specific action at this time, given the new curricular software that is currently being purchased. The committee encourages the next UCC to develop an effective proposal summary document template or system within the features of the new software package.

3. **Provost signatures:**
   Provost MacPherson introduced herself to the committee in the fall. The Provost noted that while she will continue reviewing UCC documents as usual, she would not be providing signatures as some have done previously. The committee agreed that this decision is at the discretion of the Provost.

Respectfully Submitted,

Kris Rolfhus
Chair, UCC  2012-13