The meeting began at 8:00 a.m.

The Chair welcomed the Committee. Each representative briefly introduced herself or himself.

The following items remained on the Consent Agenda and were unanimously approved.

Consent Agenda:

College of Psychology and Liberal Arts
1. School of Psychology
   a. ANC – CRM 3611 – Social Media Intelligence
   b. ANC – PSY 2600 – Psychology of Gender

College of Business
1. Department of Extended Studies
   a. ANC – INT 3000 – Survey of Intelligence Studies
   b. ANC – INT 3012 – Applied Research Methods in Intelligence Studies
   c. ANC – INT 3030 – Foreign Intelligence
   d. ANC – INT 3511 – Intelligence Collection and Presentation
   e. ANC – INT 3515 – Special Topics in Intelligence Studies
   f. ANC – INT 3910 – Cultural Analysis
   g. ANC – INT 3999 – Directed Study in Intelligence Studies
   h. ANC – INT 4001 – Directed Study in Intelligence Studies
   i. ANC – INT 4040 – Human Intelligence
   j. ANC – INT 4310 – Ethics in Intelligence
   k. ANC – INT 4321 – Counterintelligence
   l. ANC – INT 4515 – Advanced Special Topics in Intelligence Studies
   m. ANC – INT 4610 – Problem-Solving in Intelligence Studies (SI)
   n. ANM – B.A. Intelligence Studies

Discussion Items:
1. Revisions to the Policy and Procedures Document – Dr. Archambault
   The Chair referred to draft revisions in the document that was posted for review. He indicated that he spoke with Dr. Baloga (Senior VP for Accreditation, Academic and Student Affairs, Chief Academic Officer) earlier in the week, and she suggested two revisions: (1) make “Chief Academic Officer” lower case so as to refer to whomever may be ultimately responsible for academics on campus, rather than a specific title, and (2) make a reference to the business plan as a required element for proposing a new major program. It was also suggested that it be made explicit that when proposing a new course, that Ms. Fox’s (Manager of Catalog and Curriculum) approval on the course description should be obtained before the Dean signs the paperwork. With those additional modifications, the revised document, as edited, was unanimously approved.
2. Catalog Deadline – Ms. Fox
Ms. Fox announced that the deadline for making changes to the curriculum for publication into the 2017-2018 Catalog would be March 24. “Last minute” minor changes would be considered at the last UGCC meeting of the year, but she intends to electronically publish the Catalog for next year before Commencement on May 5.

3. Advisor Training – Ms. Fox
Ms. Fox also announced that she would be reaching out to deans and department heads to promote training to new faculty members on use of the electronic catalog to, among other things, show new faculty how to use the instant program plan features. She indicated that anyone interested in the training should contact her.

4. Nominations for 2017-2019 Chair – Dr. Archambault
The Chair opened nominations for the UGCC Chair for the 2017-2019 term. He indicated that he would be happy to continue to serve if provided there were no other nominations, and that anyone who wished to nominate another candidate or self-nominate should do so by the next meeting or let Dr. Archambault know as to announce the nomination. Dr. Archambault was nominated to serve another term. Nominations will remain open through the next meeting, at which a vote will be held to select the Chair for the 2017-2019 term.

5. University Core Curriculum (added to agenda) – Dr. Archambault
The Chair announced that one of the projects for the Committee this year would be to investigate, discuss, and propose changes to the University Core Curriculum. He noted that he had written a draft proposal to serve as a start point for the discussion, and had presented it to Dr. Baloga (who encourages this effort) earlier in the week. Dr. Archambault indicated that the discussion should start with the Committee defining the outcomes that the Committee would like to have our students achieve from the core, and thereafter, work out the details of the core. To that end, he said he would put the draft proposal as well as other relevant documentation on the website for everyone to view, and that discussion on the outcomes would begin at the next meeting. It was asked whether this effort should be kept quiet, or if the faculty of the academic units could be told. Dr. Archambault responded that input from the academic units is welcomed, to be presented through their UGCC representatives.

Informational Items:

1. New Form: “Add a New Concentration or Specialization” (ACS)
Ms. Fox created a new form specifically for adding new concentrations or specializations to existing programs to help alleviate confusion between concentrations and specializations (which do not get major codes nor appear on diplomas), and program options. Adding a new “option” to a program remains on the ANM form. It was asked what the difference is between a “concentration” and a “specialization,” to which the response was that the difference is really little more than semantic. Some programs use the term “concentration” while others, particularly at the graduate level, use “specialization.”

2. Curriculum Change History
The Chair noted that he created an Excel spreadsheet that documents all the curriculum changes that have occurred over the past 7-8 years. The purpose of this file is to aid those who may need to know when certain actions were taken by the Committee. Previously, to get such information, it was necessary to search
through years-worth of meeting minutes. Now, the date of the action can be easily looked up in the Excel file, and if needed, the corresponding meeting minutes can be directly referred to for more information. This file is available on the UGCC website: www.fit.edu/ugcc. The Chair indicated that he would do his best to keep it updated in a timely manner.

3. AY 2016-2017 Meeting Dates

The Chair noted the following meeting dates for this academic year. All agenda items are due by the close of business the Friday preceding the meeting.

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In light of the number of new members joining the Committee this year, it was suggested that, as each representative reviews proposed curriculum documentation each month, should any questions arise, that they should contact the originator of the proposed change to try to get those questions answered prior to the meeting. In that way, any corrections or changes can be made ahead of time, saving time at the meeting.

The Chair announced the next meeting.

Our next regular meeting is Fri., Sep. 23 at 8:00 a.m. in the Physical Sciences Bldg. conference room (OPS 202). Agenda items are due Fri., Sep. 16.

Meeting ended at 8:25 a.m.

Respectfully submitted,

Mark Archambault – Chair