Committee members in attendance:
John Blackwell, CSE Chair
Don Feke (ex. officio, Vice Provost for Undergraduate Education)
Tim Fogarty (ex. officio, Assoc. Dean for Undergraduate Education, WSOM)
Peter Lagerlof, CSE
Vasu Ramanujam, WSOM
Sree Sreenath, CSE
James Swain, SOM-Nutrition
Patricia Underwood, SON
Jeff Wolcowitz (ex. officio, Dean of Undergraduate Studies)
Emily Garvey
Gennifer Pierce
Cynthia Pierce

Committee members absent:
Gary Deming, CAS
Lynn Lotas (ex. officio, Assoc. Dean for Undergraduate Program, SON)

Regular guests:
Amy Hammett, Registrar

1. Call to Order:  The meeting was called to order by J. Blackwell at 11:30 am
2. Minutes of October 4, 2007 were approved as circulated
3. Staff Support: It was reported that staff support for UUFCC is still under discussion in the Provost's office.
4. CAF approvals:
   It was suggested that CAFs be considered within three groups:
   Group 1: those affecting a single school only;
   Group 2: those involving more than one schools;
   Group 3: SAGES courses

   Approval procedure was discussed & the following suggestions made:
   
   Group1:  pdf files of the CAFs should be sent by email to UUFCC members. The chair will sign these forms if there are no objections or questions. An elective that is cross-listed would require the signature of both schools & then be included group 1.

   Group 2:  A course offered by one school & required by students in another school comes to UUFCC as part of the consent agenda

   Group 3:  SAGES courses (first or university seminar) come to UUFCC as part of the consent agenda.

   MOTION: It was moved & seconded that Group 1 courses will be signed by the UUFCC chair And Group 2 & 3 courses sent out as part of the consent agenda.  [passed]
5. New on-line CAF  A. Hammett distributed copies of the draft form for review. The format of the form was discussed. The question of where to put information re course objectives was explored. Although it is recognized that not all departments include course objectives, the wisdom of drawing attention to the possibility was recognized. It was suggested that it could be added to the page heading to read: “Justification/Learning outcomes/objectives/Other requirements specified by individual schools”

D. Feke noted that North Central accreditation will be requiring learning outcomes in the future.

MOTION: It was moved and seconded to approve the CAF draft with the phrase “Justification/Learning outcomes/objectives/Other requirements specified by individual schools” added to the top of page 3. [passed]

A. Hammett and J. Wolcowitz will work on the mechanics of implementation.

6. Consent agenda: INTH 301/401 was removed from the consent agenda for discussion.

Consent agenda includes:

Group 1: Group 2: Group 3: - SAGES
EBME 315 (CSE)    EECS 337 (CSE)    ECON 391 (WSOM)
ECON 350 (WSOM)    FSNA 110 (CAS)
EECS 236 (CSE)    FSNA 112 (CAS)
EECS 393 (CSE)    FSSO 113 (CAS)
MIDS 327 (WSOM)    FSSY 106 (CAS)
MKMR 304 (WSOM)    FSSY 107 (CAS)
MKMR 307 (WSOM)    USSO 285K (WSOM)

MOTION: It was moved that the consent agenda be accepted. [passed]

INTH 301/401 was discussed. The course description specifically mentions a Certificate in Global Health (for undergraduates). Such a certificate does not currently exist. D. Feke reported that CWRU is going through re-authorization and requires the report of any certificate programs. He is working with the Senate on guidelines for certificate program. The issue is accountability.

MOTION: It was moved and seconded to approve the CAF for with the removal of the last sentence in the description that refers to the certificate program. [passed]

7. Next Meeting: December 13, 2007 11:30-1:00 pm
8. Adjournment: The meeting was adjourned at 1:00 pm