

TO: All Members University Curriculum Committee; Department Chairs  
FROM: Mark Jackson, Chair, University Curriculum Committee  
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SUBJ: Primary Agenda for 1st Round of Curriculum Meetings  
DATE: 9/10/2015

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This is the Primary agenda of the 1<sup>st</sup> round of University Curriculum Committee meetings for the academic year 2015-2016.

Please attend all subcommittees to which you are assigned (check membership and subcommittee assignments on the curriculum webpage by clicking on "[Committee Membership](#)."). Please remember that most members are assigned to 2 subcommittees. The schedule for this month is presented below, and the full schedule of meetings for the entire academic year can be found by clicking on "[Committee Calendar](#)." The schedule for this month's meetings is:

COMMITTEE	DATE	START	LOCATION
SEPS Subcommittee	15-Sep	12:30 PM	Student Center, Camp 121
Business Subcommittee	16-Sep	12:30 PM	VAC Rm 466
A&S Subcommittee	16-Sep	3:15 PM	Vance 105
SEST Subcommittee	17-Sep	12:15 PM	NC 22405
Grad Curriculum Subcommittee	17-Sep	3:00 PM	Vance 106
Gen Ed Subcommittee	23-Sep	3:15 PM	Vance 105
Full Curriculum Committee	30-Sep	3:15 PM	Vance 105

**SAVE THE DATE\***: A special meeting will be held on **Wed Oct 7 in Vance 105, 3:15-5:00**. We will have representatives from Smart Catalog here on campus to provide training for how we will be using the new online curriculum management system.

## Agenda:

1. Each subcommittee (except for Grad Studies) must elect a chair and secretary for the 2015-2016 academic year
2. Briefing on general curriculum procedures for all New Members, and review for returning members.
3. Introduction to New Curriculum Submission procedures for all members
4. Any other business