I. Attendees

Members Present: Joy Longo, Michael DeDonno, Allen Smith, Dan Meeroff, Elizabeth Swanstrom, Sherryl Muriente, Tobin Hindle, Sharon Darling

Joining via Videoconference from Jupiter: Greg MacLeod

Others Present: Donna Chamely-Wiik, Rachel Messer, Edward Pratt, and Julie Earles (Via videoconference)

II. Minutes

1. Approval of May 5, 2015 meeting minutes—sent electronically prior to meeting
   a. Lisa Swanstrom - motion to approve minutes
   b. Sherryl Muriente- second

III. Document Review

2. Reviewed remaining comments and updated manual and forms via edited documents provided by DM and ES.
   a. URCC chair will be elected at the first meeting each fall semester
   b. Bloom’s terms will be provided in a graphic within manual for reference
   c. Proposed changes to Section 2 and 3 language accepted
   d. Capstone courses will need to submit RI course designation form; HON courses may receive automatic RI course designation, pending discussion with the University Honors Council (DCW will discuss it at the UHC meeting)
   e. Rolling deadline for RI course proposals confirmed. Document provides proposed timeline in table in Section 5
   f. RI Designation – all sections of course must be taught as RI, one common syllabus template for these sections that must be signed off on by department chair
   g. JE suggested addition of examples of RI assignments and Bloom’s levels for them; will be added to website; other edits to Section 7 including deletion of Yes/No in checkboxes and language in table
   h. Faculty will provide RI assignment(s) and rationale
   i. RI Course Review language additions in Section 9
      i. Faculty will be informed before the semester in which they will be reviewed
      ii. Feedback from review will be shared with faculty member for continuous improvement purposes
   iii. Course materials should be retained
IV. Timeline Review

3. Members will take edited draft of course designation manual and RI course proposal forms back to their departments/colleges for review by undergraduate curriculum committees
4. Document to be returned with department/college feedback by Sept. 23

V. Other Business

5. Directed Independent Research course designation
   a. XXX 2916 and XXX 4916 proposed
   b. May have department-specific or university-wide prefix; propose at department/college meetings and see which is preferred
   c. Will allow 0-6 variable credits for students, as well as assessment data for tracking
5. Members will request feedback of their departments/colleges of a separate course numbering system for DIR as versus DIS for review by undergraduate curriculum committees. Feedback to be returned with department/college feedback by Sept. 23

VI. Meeting Adjourned

Meeting Schedule for Fall 2015 (all meetings 11am-12pm for faculty liaisons and 12pm-1pm for URCC):

Oct. 1
Oct. 29
Nov. 19
Dec. TBD