

TEAM NAME: UNIVERSITY APPOINTMENTS TEAM FACILITATOR: Heather Snapp

Goal/Agenda/ Task To what end?	Action Steps How will we make it happen?	Time What is timeline for implementation? What will be done by year- end?	Committee Members Roles/Responsi- bilities	End-of-Year Progress/Status/Accomplishment Report
Review Bylaws	The committee will review the bylaws and discuss incorporating the changes recommended by the Senate Teams Review Committee	Submit changes by end of year	Chair will present recommended bylaw changes to the committee and present to SLT; team members will provide feedback	Chair reviewed recommended bylaw changes but haven't yet presented to team. Will make this first agenda item in the fall.
Review Appointment Process and Enhance Transparency	Related to reviewing bylaws, review and modify appointments process that was previously written	Submit modified process as part of new bylaws	Chair will provide process for team members for discussion and feedback	See above; this will be included in the bylaw changes.
Identify Matrix/Metrics	Chair will create new matrix and present to Appointments Team and leadership team for feedback	Creation of usable matrix	Chair: Create Matrix Team: Test out new matrix and provide feedback on categories and usability	New matrix completed using online survey format for easier tabulating and better transparency. Will present to senate executive team/leadership in the fall.
Solicit Names, review candidates and communicate faculty names as needed in addition of tracking the work	-Send out calls for nominees as requested by Senate president -Solicit and rank nominees -Send requested nominees back to Senate president	Ongoing; fill all committees requested with faculty representatives	Chair: Send out the call to faculty; send names to team; send nominees to president Team members:	Faculty representatives were solicited and filled for 18 full or partial committees, ad hoc teams, etc. An attachment lists the committees for which representation was provided.

of the committee.			Solicit and rank nominees	
TBD by Team				

Date requested	Committee	Request	Nominees	Nominees put forward			
8/6/14	ADA Advisory Committee	One each from LCOB, COE, CAS	Brion Sever (CAS) Mary Voytek (CAS) Deeb Kitchen (CAS) Carolyn Culbertson (CAS) Duane Dobbert (CAS) Joanna Salapska-Gelleri Jordan (CAS) Eugene Hoyt (LCOB) Adrian Valencia (LCOB) Patricia Bell (LCOB) Doug Carothers (COE)	COE: Doug Carothers CAS: Deeb Kitchen LCOB: Eugene Hoyt			
8/11/14	Director of Title IX Compliance interview panel	Three names for one position	Nicola Foote Pamella Seay Mari DeWees	Nicola Foote--appointed Pamella Seay Mari DeWees			
8/11/14	ESC (PBC)	2 additional names (4 total)	Gerry Segal Carolyn Culbertson Rebehak Brosky Andrew Wilkinson Mary Voytek Hulya Julie Yazici	Hulya Julie Yazici Gerry Segal			
8/11/14	SFC (PBC)	1 additional name (3 total)	Jenna Enomoto	Jenna Enomoto			
8/11/14	IRC (PBC)	1 additional name (2 total)	Carolynne Gischel Carolyn Culbertson Joanna Salapska-Gelleri Jordan John Griffis Senthil Girimurugan Jason Bahr Ken Watanabe	Ken Watanabe			

9/5/14	Student Engagement and Persistence Conference Planning Committee	Two faculty	Charles Daramola Nairruti Jani Peter Reuter Senthil Girimurugan Peng Feng Todd McElroy Michael Salmond	Peter Reuter Todd McElroy			
9/16/14	Dining Focus Group	10-12 faculty	Loren Prive Patrick Niner Charles (billy) Gunnels Marianela Rivera Shelby Gilbert Nairruti Jani Mollie Venglar Joan Faris Peggy Glatthaar Kathy Norris William Sanders Jaffar Shahul-Hameed Jill Allen Valerie Hahn Sue Henshon	All			
10/9/14	Future Direction of Quality Education Committee: Defining Quality in Online/ Distance Learning Education	4-8 in-unit faculty members	Scott Anstadt Felix Jose Anne-Marie Bouche (CAS) Charles Fornaciari (LCOB) Morgan Paine (CAS) Jennifer Macbeth (CAS) Michele Stork (COE) Duane Dobbert Rosann Spiegel (CHPSW)	Scott Anstadt Felix Jose Anne-Marie Bouche (CAS) Charles Fornaciari (LCOB) Morgan Paine (CAS) Jennifer Macbeth (CAS) Michele Stork (COE) Duane Dobbert Rosann Spiegel (CHPSW)			

10/9/14	Class Scheduling Review Adhoc Committee	1 in-unit faculty member for each of the 6 colleges/unit	Ian Campbell (CAS) Barry Lipton (CAS) Mary Krome (LCOB) Tom Felke (CHPSW) Susan Cooper (COE) Steve Rokusek (Library)				
10/24/14	QEP	CHSPW Replacement	Halcyon St. Hill	Halcyon St. Hill			
10/27/14	Medical Withdrawal Committee	CHPSW Replacement CAS Replacement	Judith Walters	Judith Walters (CHPSW) Barry Lipton (CAS)			
12/2/14	Tobacco Free Task Force	2 CHPSW for one spot 2 other nominees for one spot	Martha Rosenthal Rose Pignataro (CHPSW) Patrick Niner Gail Graham (CHPSW)	Gail Graham, CHPSW Rose Pignataro, CHPSW--appointed Patrick Niner, CAS Martha Rosenthal, CAS--appointed			
1/14/15	Faculty Classification Ad hoc Team	6 members, we are asking that each college submits at a minimum 1 advisor, 1 instructor rank member and 1 ranked faculty member	Tony Planas (CAS) Vanja Petricevic (CAS) Win Everham (CAS) Jackie Greene (COE) Halcyon St. Hill (CHPSW) Kevin Allen (CAS) Jackie van Duijn (CHPSW) Olivia Hung-Simmons (COE) Rita Rubin (WCOE) Andy McDiarmid (LCOB) Jackie Salmond (CAS) Joanna Salapska-Gelleri Ahmed Elokda (CHPSW) Eric Strahorn (CAS)	Kevin Allen (CAS) Ahmed Elokda (CHPSW) Jackie Greene (COE) Andy McDiarmid (LCOB) Rita Rubin (WCOE) Eric Strahorn (CAS) Jackie van Duijn (CHPSW)			

1/14/15	Promotion Document Ad hoc Team	6 members, we are asking that each college submits at a minimum 1 advisor, 1 instructor rank member and 1 ranked faculty member	Hulya Julie Yazici (LCOB) Anjana Bhatt (LIB) Kevin Allen (CAS) Fernando Gonzalez (WCOE) Andrew Wilkinsonm (CAS) Shirley Ruder Peng Feng Robert Triscari	Hulya Julie Yazici Anjana Bhatt Win Everham Andrew Wilkinson Vanja Petricevic Robert Triscari Shirley Ruder Fernando Gonzalez			
1/26/15	Title IX Committee	3 faculty	Jo Stecher Billy Huff Nicola Foote Grace Liang Peng Feng Shelby Gilbert Debra Giambo Joaa Salapska-Gelleri Eduardo Villarreal Mary Romanovski Irvin Winsboro	Mary Crone Romanovski Nicola Foote Deb Giambo--appointed Irv Winsboro			
2/10/15	Parking Citation Appeals Board	2 faculty	Senthil Gimirugan Deeb Kitchen Brion Sever	Senthil Gimirugan Brion Sever			
3/5/15	Website Redesign Committee	2 faculty	Senthil Gimirugan Danielle Rosenthal Michael Salmond	Danielle Rosenthal Michael Salmond			
3/13/15	OBOC	LCOB Replacement	Tim Allen Steve Fraser	Steve Fraser			

Faculty Affairs Team Activities 2014-2015

- Reviewed Faculty Performance Evaluation Document (FPED)
 - Recommended appropriate changes to ensure consistency with other FGCU governance documents (e.g. 2011-2014 Collective Bargaining Agreement) and other institutional changes.
 - Clarified relationship of Performance Improvement Plan (PIP) to Professional Development Plan (PDP)
 - Identified substantive issues that warrant additional review by team and Faculty Senate
 - Sustained Performance Review of Tenured Faculty
 - Timeline for submission of Annual Performance Review by nine-month faculty
 - Review purpose, uses, relationship to title, and terminology of the Professional Development Plan.

FGCU Senate Team Work Plan/Reporting Format AY 2014-15

Team Name Technology **Chair/College** Charles Fornaciari/LCOB **Senate Liaisons:** none
Date: 3/31/15

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is timeline for implementation? What will be done by year-end?	Committee Members Roles/Responsibilities	End-of-Year Progress/Status/Accomplishment Report
Provide feedback to campus technology directors regarding process for ending courses within Canvas	<ul style="list-style-type: none"> • Met with technology directors to examine various options for ending courses that satisfied both faculty needs and the needs of various accreditation bodies. 	April, 2015	<ul style="list-style-type: none"> • All 	Completed. Technology Team members provided direct feedback to the campus technology directors who then drafted a procedure for ending courses on Canvas. Team members then communicated this process to their respective units.
Review technology team bylaws	<ul style="list-style-type: none"> • Team members will look over bylaws and make recommendations for change, if any 	October 2014; recommendations will be made to faculty senate leadership team	<ul style="list-style-type: none"> • All 	Bylaws reviewed by team members and discussed at a team meeting. No changes were recommended by team and these findings were communicated to the Senate Leadership Team.
Conduct annual technology needs survey in conjunction with Academic & Event Technology Services	<ul style="list-style-type: none"> • Team improves its combined process with Academic & Event Technology Services on the annual survey • Team will improve its Web-based survey for use in current and future years • Team members will poll their colleges/units • Team will collate 	Spring 2015; a report will be made to the Faculty Senate and AETS will report to the Dean's Council, among others.	<ul style="list-style-type: none"> • All • Danielle Rosenthal continues to the Technology Team member leading the revision of the survey and the summarizing of the data • Patricia O'Connor-Benson will be coordinating from 	Report to be made to Faculty Senate and Dean's Council by April 2015. Team members will share their results with their respective units.

	<p>information and review for issues, trends</p> <ul style="list-style-type: none"> • Team will report to Faculty Senate • Other entities (e.g., AETS will report to various units) with tech team coordination 		AETS	
Ongoing informal discussion and reporting with campus technology directors regarding campus issues/needs	<ul style="list-style-type: none"> • On an as needed basis. • Directors of all campus technology units are given time at each meeting to present any information/make requests to technology team 	Ongoing process	<ul style="list-style-type: none"> • All • Campus technology directors participate as needed 	Ongoing, no formal ending. Primarily a communications and feedback vehicle between FGCU technology staff and faculty to proactively explore faculty-related technology issues at FGCU. The team also helps FGCU faculty members, on an as needed basis, make connections to various technology managers to resolve user-specific computing issues/concerns. Representative issues addressed this year include Office 2013 availability for faculty home use, Virtual Lab issues, Adobe Cloud licensing, ANGEL archiving and licensing issues, password/security processes, & faculty/staff security training.
Work with faculty representative to the Information Resources Committee (IRC) on any issues that jointly concern the Technology Team and the IRC	<ul style="list-style-type: none"> • On an as needed basis. • Faculty IRC representative attends Technology Team meetings as necessary and communicates any issues that may jointly impact both the IRC and the Technology Team. 	Ongoing process	<ul style="list-style-type: none"> • All • Faculty representative to IRC attends Technology Team meetings as needed 	Ongoing, no formal ending. Primarily a communications & coordination vehicle between the faculty representative of IRC and the Technology Team, though IRC member did not attend any Technology Team meetings this year, so no issues were needed to be addressed.
Consult with the Ad Hoc Distance	<ul style="list-style-type: none"> • Provide faculty-based guidance and feedback 	Ongoing process, ending April 2015	<ul style="list-style-type: none"> • All 	Ongoing. Technology team routinely discusses the progress of

Learning Task Force	as needed/requested to the Ad Hoc Distance Learning Task Force chaired by Cathy Duff (Provost's office) & Carolyn Gischel			the Ad Hoc Distance Learning Task Force and provides guidance and feedback as necessary. There is a significant overlap of membership between the Technology Team and the Ad Hoc Distance Learning Task Force.
Consult with the Future Direction of Quality Education Committee	<ul style="list-style-type: none"> Provide guidance and feedback as needed/requested to the Future Direction of Quality Education Committee chaired by Rosann Spiegel 	Ongoing process, ending April 2015	<ul style="list-style-type: none"> All 	Ongoing. Technology team routinely discusses the progress of the Future Direction of Quality Education Committee and provides guidance and feedback as necessary. There is a significant overlap of membership between the Future Direction of Quality Education Committee.

TEAM NAME: LIBRARY**CHAIR: Fan Zhao** LIAISON: Fan Zhao

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Identify ways to enhance process and communication of team	Proposal to form Library Committee Group in Canvas and collaborate on documents using Google Doc function under Collaborate tab in Canvas	End of Spring 2015	All members participate in discussion and suggestion	Library Committee chair contacted Academic Technology team and Library Committee Group was formed on 02.17.15; Google Docs folder was built by previous Chair Sheila Bolduc-Simpson.
Continue to act as liaison between Library and faculty for faculty resource requests	Team members to report faculty questions/concerns to library team and to Dean Miller as they arise	Ongoing function of the team. No specific timeline	All members to participate as questions/needs arise from faculty within respective colleges	Continue to act as liaison between Library and faculty for faculty resource requests.
Review Bylaws	Team members read the Library Bylaws and discuss the possibility of revision	End of Spring 2015	All members participate in discussion and revision	Revise statement to read: "...The team will review and recommend policies concerning all matters relating to the Library, such as library instruction, service policies, collection development, and library technology development." The proposed changes will be sent to Faculty Senate meeting for final approval.
Continue to Monitor and work with Library to ensure smooth integration of Library into Canvas	Team members should remind faculty in their colleges that the Library website is located under the Resources tab in Canvas.	End of Spring 2015	All members participate in sharing the information with faculty members in respective colleges	A Survey about the preference of integrating Library resources into Canvas courses went out on Feb. 25 th and will be open till early Apr. Library Committee Members will encourage participation among their colleagues, staff, and students. Reminder emails to the respective Colleges were sent out during the week of March 16 th .
TBD by Team				

TEAM NAME: GRANTS AND RESEARCH CHAIR: Danielle Rosenthal

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Provide faculty feedback and recommendations regarding performance and sustainability of FGCU Centers and Institutes	Review annual reports for existing Centers and Institutes and make recommendations to AVP ORGS. Review new center proposals as needed.	As determined by schedule of review during academic year, typically Fall & early Spring	All representatives review and provide feedback and assist in the writing of letter to AVP, ORGS.	Annual Reviews for existing Centers & Institutes completed.
Support Faculty and advance research at FGCU	Review MDRI grant proposals and make recommendations for funding to AVP ORGS	Schedule determined by OSRP funding cycles, typically March	All	Review and recommendations completed
Provide support to University wide research related activities	Reviewing guidelines and coordinating faculty judges for FGCU's Research Day; and serving as judges themselves.	Spring 2015	All	Judges have been recruited.
Annual review of GRT Bylaws	Team Reviewed		All	Revisions presented to Senate Leadership & Senate. Changes accepted.
Provide faculty input and guidance to AVP ORGS	Advise and collaborate with AVP for Research and Dean of Grad Studies	As needed. C/I Policy revision Research Day Abstract Form Research Day 2016	All	Ongoing Ongoing Ongoing

TEAM NAME: INSTITUTIONAL AFFAIRS TEAM CHAIR: TBA

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Academic calendar development – 3 years	Assign to subcommittee who will bring it back for full IAT consideration	March, 2015	Lorie Hicks - chair person Adrian Valencia Mary Swanson Sue Snauwaert Susan Byers	Calendars were created for the 2016-2017, 2017-2018,2018-2019 school years designed by the sub-committee . IAT approved the calendars except for whether graduation would be on Saturday or Sunday. The Senate approved the calendars and recommend that in the fall graduation should be on Saturday to accommodate 3 programs and spring graduations take place on Sunday to accommodate 2 programs. The drop/add period beginning with 201505 will be three days instead of five.
Suggest updates to Faculty Handbook, in consultation with FAT	Assign to subcommittee who will bring it back for full IAT consideration	Review will begin in April. May be a fall project to complete	Steve Rokusek Eric Strahorn	The current Electronic Handbook was reviewed with Arlene Thompson from computer service and Tony Barringer from the Provost's office. It was decided to change the name to the Faculty Resource Guide and use left side navigation. Currently the IAT subcommittee is drafting a Word document with the current topics using the new format. The IAT team will review this.
Confer with Space Utilization Committee on space analysis plan as needed				Our service were not requested 2014-2015 year
Identify ways to enhance communication and processing of items		2014-2015	All members of the IAT	We increase communication with various individuals as the need arose: Tony Barringer - dog policy; bike concerns; Electronic Handbook Chief Stephen Moore- dog policy; bike concerns Cori Bright-Kerrigan - dog policy Arlene Thompson - Computer design concerns with Faculty Resource Guide Designed a white paper that was used statewide on Textbook Affordability with Paul Snyder's help Presented calendars and Textbook Affordability at Faculty Senate.

Explore whether the last day to add for Summer A&B should be shortened (carryover)				This is being implemented for the summer 2015.
Collaborate with Senate's SPBAC and PBC committees related to institutional concerns				Our service were not requested 2014-2015 year
Review IAT Bylaws	IAT reviewed	April 2015	All IAT members reviewed several times	The portion of the Faculty Senate by-laws concern the Instructional Affairs Team was reviewed by the committee. It was updated to include the activities we currently do. We were working beyond the scope of work required by the Senate Bylaws. Presented to the Faculty Senate for approval.
Concern about being ticketed for bringing a dog on campus.	Invite people with responsibility in the area. Discuss	December 2014	IAT, Chief Stephen Moore, Cori Bright-Kerrigan, Tony Barringer, Lenore Benefield	After careful review of current FGCU policies concerning animals on campus, as well as service animals, it was determined to continue with current policy due to cleaning up after dogs and people who have allergies. Service Animals should continue to be registered with Adaptive Services.
Request for professors to bring their bicycles into their offices.	Invite people with responsibility in the area. Discuss	April 30, 2015	IAT, Chief Stephen Moore, Cori Bright-Kerrigan, Tony Barringer	Chief Moore took the situation back to the Safety Committee. Policy 3.038 was rewritten so that professors didn't have to leave bicycles at the rack outside. Additional signage was put up about walking only under covered walkways.

TEAM NAME: PROGRAM REVIEW TEAM 2014-2015 FACILITATOR: Beth Murray

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Conduct Program Reviews: Review CVs of potential external reviewers and make recommendations (Process Step 1)	Vet External Reviewers submitted by Program Leaders and make recommendations : <ul style="list-style-type: none"> • 2013 Cohort not submitted by programs last year. • 2014 Cohort 	As CVs are submitted by Program Leaders.	All PRT members review CVs of potential External Reviewers. Two PRT members take the lead in drafting a preliminary recommendation which is then presented at a PRT meeting, reviewed by the entire team, and approved. Recommendation is sent to the Program Leader.	Biology BA Forensics Studies MS Health Sciences BS Legal Studies BS
Conduct Program Reviews: Review/comment on self-study, external reviews, and program's response (Process Step 5)	Review/comment on self-study, external reviews, and program's response	2013 Cohort when steps 1-4 are complete and materials are available for review. 2014 Cohort when steps 2-4 are complete and materials are available for review.	All PRT members review program documents Two PRT members take the lead in drafting a preliminary report. The draft report is presented at a PRT meeting, subjected to a line-by-line analysis by the entire team, and approved after appropriate revisions are made.	Biology BS Communication BA Criminal Justice BS Criminal Justice MS Environmental Studies BA Forensics Studies MS Health Sciences BS History MA Philosophy BA Sociology BA
Conduct Program Reviews: Review/comment on follow-up report to Provost's recommendations (Process Step 8)	Review/comment on follow-up report to Provost's recommendations	2012 Cohort when steps 6-7 are complete and materials are available for review in Spring.	All PRT members review program documents Two PRT members take the lead in drafting a preliminary report. The draft report is presented at a PRT meeting, subjected to a line-by-line analysis by the entire team, and approved after appropriate revisions are made.	Anthropology BA - Spring 2015

Work with Planning and Institutional Performance on an electronic version of the Program Review Template as well as electronic formats for other steps in the Program Review Process	Worked on pilot form for the external review process.	PRT piloted the form during Step 1 for Biology BA in Fall. Legal Studies Program Leader piloted the form during Step 1 in Spring.	PRT worked collaboratively on revising the pilot form. Team discussed use of the form.	PRT is waiting on feedback from Legal Studies Program Leader. Based on feedback, the form will be developed electronically to streamline the External Review Process.
Suggest recommendations and revisions to policies and procedures for university management of program review.	Review Program Review Template and seek input from Program Leaders.	Spring	PRT members work collaboratively.	Recommended to Planning and Institutional Performance development of a common data set for programs to use when completing the program review.
Provide information and impact to Senate how current program review procedures conform to current and proposed BOG regulations	Discuss changes to BOG regulation and implications for change or improvement.	Fall and Spring	PRT members worked collaboratively to review BOG changes and apply to procedures and Bylaws.	Bylaws updated to reflect BOG regulations.
Review/Revise Bylaws	Reviewed and revised the Bylaws based on BOG regulation 8.015.	Spring	PRT members worked collaboratively to revise Bylaws.	Revised Bylaws submitted to Faculty Senate for review in Spring.
TBD by team				

TEAM NAME: SENATE PLANNING AND BUDGET ADVISORY COMMITTEE CHAIR: Dr. Halcyon St. Hill Report Date: 4/9/15

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation? What will be done by year-end?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Provide strategic leadership in communication of PBC related issues to Faculty through SLT and vice versa	Identify a Chair for the SPBAC Chair will attend SLT meetings, provide a report and seek SLT input for SPBAC.	Elect a Chair at the first SPBAC meeting. Monthly Meetings between from November 2014 through April 2015. Communication and input from across committees will occur so as to provide broad input and focus that represent faculty views on agenda items, issues and resolutions to problems. Possible solutions will be discussed analyzed and/or presented by the SPBAC to appropriate parties.	PBC Members will elect a chair Chair represents the SPBAC and communicate SPBAC report to the SLT. SPBAC members provide reports to the SPBAC on their respective PBC committees. Discuss and seek input on items/issues that may intersect with the scope of responsibilities of other committees being represented on the SPBAC.	Chair (Halcyon St. Hill) was elected at the November 5, 2014 meeting. Monthly meetings were held on the following dates; approved meeting minutes were submitted and hence should be available on the Senate Website: November 11, 2014 December 2, 2014 January 21, 2015 February 18, 2015 March 18, 2015 (await approval and hence submission to be placed on the Senate website) April 15, 2015 meeting is pending at this time. Chair attended the SLT meetings and provided reports. The following PBC issues were addressed by the SPBAC; feedback/recommendations were submitted to the PBC and shared with SLT: <ul style="list-style-type: none"> - Internal Scan was reviewed and discussed; the SPBAC made recommendations that were incorporated in the final External Scan. SPBAC Recommendations can be viewed in the 12/3/14 approved SPBAC meeting minutes. - The FGCU mission and vision and strategic plan revisions were discussed at the 2/18/15 SPBAC meeting. SPBAC agreed that they should attend the special BOT meeting to address the mission and vision and strategic plan changes. SPBAC

				members attended as schedule permitted.
Design regularized ways to communicate to entire faculty issues related to PBC and Senate Teams and receive appropriate feedback	Issues will be addressed at scheduled meetings. If urgent matters arise, e-mails will be used in lieu of meetings only if necessary.	As needed in a timely manner.	Share information and make recommendations to the Senate President as applicable.	Information was shared with Senate President Shawn Felton via SLT and SPBAC minutes as well as e-mails. (President Felton is included on the SPBAC e-mail and committee list)
Review of SPBAC bylaws	Review at the first meeting	Bylaws implemented routinely in all SPBAC matters	Follow the SPBAC Bylaws and recommend change if necessary.	SPBAC Bylaws were followed; no changes were necessary.

TEAM NAME: UNDERGRADUATE CURRICULUM TEAM CHAIR: Carol Maksian and Anna Carlin

Goal/Agenda/Task To what end?	Action Steps How will we make it happen?	Time What is the timeline for implementation?	Committee Members Roles/ Responsibilities	End-of Year Progress/Status /Accomplishment Report
Review proposed revisions to the undergraduate curriculum submitted by faculty to Academic Affairs.	The team will set a schedule to meet every two weeks during the year to review and discuss revisions and proposals.	The team will review all proposed changes that have been approved by the college curriculum teams and have completed the required forms before the end of the academic year.		<p>The team reviewed a new degree program proposal for a Bachelors of Music Therapy, a proposal for a new German minor, and revisions to 32 degree programs (majors) and 9 minors.</p> <p>The team also reviewed changes to stand-alone General Education courses and new course proposals that were the result of changes to the General Education Program approved last year as well as statutory changes to the statewide General Education requirements.</p>
Identify Process /Procedural Improvements	Should policy or procedural changes need to be made, the team will meet with representatives from the Office of Academic and Curriculum Support and discuss the needed changes.			No changes to policy or procedure were identified as needed this year.
Review of UCT Bylaws	Team members may propose changes to the team bylaws when appropriate.			No changes to the UCT bylaws were needed this year.