**Programs, Courses, and Curriculum (PCC) Committee**

Members: Paul Jaeger, Lindsay Sarin, Katy Lawley (for Ping Wang), Vedat Diker, Kathy Weaver, Joanne Briscoe, Ann Weeks, Chair

Staff: Tricia Donovan

**Agenda**

**December 2015**

General Business

* Approval of November Minutes
  + **ACTION**: Approved

Actions Requested—Course Approval

* Special Topics Course—Book Lab: The History and Future of the Book (Kari Kraus)
  + Discussion: Ann gave an overview of the course. The committee expressed reservations on submitting courses with such late notice and having not been approved by any committees.
  + **ACTION**: Approved as a one-time INST728 special topics course cross-listed with English. The course will have to be approved by each committee and PCC, within an appropriate timeframe, before it can be offered again.

Discussion Topics

* Setting deadlines for submitting courses to committees and PCC
  + The committee discussed setting deadlines for Faculty submitting courses to be added to the schedule. The committee has concerns about the courses being submitted to PCC with such tight deadlines and without the approvals of the program committees.
  + **ACTION**: PCC votes to establish the following policy: Courses may be submitted to PCC at any time during the academic year; however, scheduling of approved courses will conform to the following schedule: Special Topics courses must come to PCC by its September meeting if they’re to be added to following Spring schedule, and by February if they’re to be added to the following Fall schedule. Hard Numbered courses must come to PCC by its September meeting if they’re to be added to the following Fall schedule, and by February if they’re to be added to the following Spring Schedule. In both cases, courses must be approved by the appropriate program committees *before* coming to PCC. Faculty must submit the courses to the program coordinators in an appropriate timetable to be added to the program committee meeting agendas. Undergraduate courses are exempted from this policy at this time.
* Proposal to Change the Undergraduate Core
  + Discussion: Vedat gave an overview of the proposal, which would remove the writing course from the core and replacing it with another course. Ann added information on core courses vs. Gen Eds from the Provost’s office, which asked the committee to not remove the writing course.
  + **ACTION**: The committee defers to the Provost’s office and will keep the writing course in the undergraduate core.
* Future Meeting Dates
  + February 16, 10-11:30am
  + March 24, 2pm-3:30pm
  + April 19, 10-11:30am
  + May 17, 10-11:30am