**Undergraduate Program Committee Meeting Minutes**

April 3, 2019, 12:30pm – 1:30pm, TPS 110

Voting Committee Members: M. Bergman (C), G. Noronha, A. Hastings, M. Eberly, G. Viers

Committee: K. Barker, A. Steffens, A. Martin, A. Hendricks, N. Tabafunda

**Approval of Minutes** –M.Bergman

* Minutes from February 6, 2019 meeting approved by all voting members of the UPC
* Amendment on March 6, 2019 credit hour distribution details
  + Minutes approved with amendment by all voting members of the UPC

**Follow Up on Action Items** – M.Bergman

* Course Repeat Policy completed and ready for UPC vote and review.
* Remaining action items postponed for future meeting.

**Course Repeat Policy Vote** – M. Bergman

* M. Bergman presented written course repeat policy and petition.
  + Documents available in the UPC One Drive Agendas 2018 – 2019 folder
* Policy Revision
  + Edits to verbiage
  + Added emphasis on UG Director’s review and decision
  + Added clarification higher GPA requirement subjective to certain classes
* Petition Revision
  + Edits to parallel policy
  + Added deadline for form submission
* All voting members of UPC voted and approved

**T BUS 469 Credit Hour** – M. Eberly

* Presented issue encountered about credit hour requirements
  + UWT requirements listed lower on T BUS 469 than in overall university requirements.
* Potential typo
  + 469 last updated 2009

**ACTION ITEM**: Update T BUS 469 PDF to match University guidelines on credit hours.

**Autumn 2019 Faculty Review Criteria** – A. Steffens

* A. Steffens updated on Autumn 2019’s faculty reviewing criteria for UG admission.
  + Reviewers for A19 M. Bergman and A. Hastings

**Peer Review Policy** – M. Bergman

* M. Bergman gave an overview of peer review policy created for high impact teaching

Meeting adjourned, 1:21pm.