**College Undergraduate Committee**

**November 16, 2023**

**Meeting Minutes**

*Notes from Chairperson Camelia Suleiman:*

1. Bylaws are ready. Scott will run them by the administration one more time before we post them.
2. Hyflex courses. There seems a need to mark them in the RO so that students know in advance that the class modality is flexible and that students connecting via zoom to the classroom is done on a rotating basis. Scott will ask associate Chairs to check how much of a need there is across departments. Also Carrie will check if perhaps RO can add the number 720 before these courses. The purpose is to give opportunities to students to attend classes regularly. If not, Carrie will start with a CAL-wide norm. Scholarship review committee. In the past there were about four faculty from CUC volunteering to review scholarships. There was a question whether non- faculty can participate too. Scott will be checking the policies of these scholarship. Also there was a suggestion that a spreadsheet could be  created with rubrics to help the committee with its work. Carrie will be helping with that.
3. For future discussions: how to ease the process of transfer credits? There were a few good suggestions. The committee agreed to invite Quinn and Ellen for next meeting to discuss this important issue with them. The process as it is now is too slow and can cost the students more credits in order to graduate because of the delays in the decision making.

We will continue the discussion of the scholarship review next time.