

**MICHIGAN STATE UNIVERSITY**  
**University Committee on Undergraduate Education**  
**Draft Agenda**  
September 7, 2023  
STEM Bldg., Rooms 1110Q & 1110S, In-Person Meeting  
10:15am – 12:00pm

1. Motion to Establish Taking of the Minutes (Action Item)

*The administrative assistant for the Vice Provost for Undergraduate Education shall attend Committee meetings and prepare minutes for review and approval by committee membership. Meetings will be audiotaped for purposes of verification of information when composing minutes.*

2. Approval of the Agenda (Action Item)
3. Welcome, Introductions, and Comments  
Antoinette Tessmer, UCUE Chairperson  
Renata Opoczynski, Assistant Dean for Student Success Assessment and Strategic Initiatives
4. Approval of the April 20, 2023 UCUE Minutes (Action Item)
5. Comments from the Chairperson
  - a. UCUE Bylaws and Role in Academic Governance (Information item) (**Attachment A**)
  - b. Elected Committee Positions and Subcommittees (Information item)
  - c. Resource Information on Parliamentary Procedure/Robert's Rules (**Attachment B**)
  - d. Committee Operating Procedures (Action Items)

- Voting (conducting business) via email or online survey

*The committee agrees to allow the chairperson the flexibility to craft final language for motions and documents and to take votes by email on issues already discussed with the provision that, if any one member objects, the issue will return to the agenda at the next meeting. A quorum is required for the vote to be valid.*

- Additional Meetings

*The committee agrees to allow the chairperson the authority and autonomy to call additional meetings.*

- Procedure for granting and removing voice for visitors

*The committee agrees to allow the chairperson to grant and remove voice for visitors to UCUE meetings without a formal committee vote.*

- UCUE Member Substitutes - Voting Rights

*Member substitutes--i.e., members of faculty or students who are a part of the same constituency as the elected member--shall be allowed the same voting rights as the committee members at that meeting. Constituencies will determine how committee substitutes are chosen.*

- Public comment procedure (**Attachment C**)

*The University Committee on Undergraduate Education will continue to use the Procedure Regarding Public Comment as approved by UCAP on November 19, 2009, to guide public comment in UCUE meetings 2023 - 24.*

- e. Role of UCUE in reviewing Moratorium and Discontinuance Requests (**Attachment D**) (Information Item)
6. Request to Phase Out and Discontinue the Predental Program (Non-degree) (Action Item) (**Attachment E**)

Lynmarie Posey, Associate Dean, College of Natural Science

7. Request to Phase Out and Discontinue the Premedical program (Non-degree)  
(Action Item) (**Attachment F**)  
Lynmarie Posey, Associate Dean, College of Natural Science
8. Request to Phase Out and Discontinue the Preoptometry Program (Non-degree)  
(Action Item) (**Attachment G**)  
Lynmarie Posey, Associate Dean, College of Natural Science
9. Request to Change the Admission Requirement for the Bachelor of Arts Degree in Hospitality  
Business (Action Item) (**Attachment H**)  
Karthik Namasivayam, School of Hospitality Business, Eli Broad College of Business
10. Request to Change the Admission Requirement for the Minor in Real Estate  
(Action Item) (**Attachment I**)  
Karthik Namasivayam, School of Hospitality Business, Eli Broad College of Business
11. Elections for UCUE positions and Subcommittees for 2023 – 24 (carried over from 4/20/23)  
Antoinette Tessmer, UCUE Chairperson (**Attachment J**)
  - a. UCUE Vice Chairperson
  - b. UCUE's representative for Athletic Council
  - c. UCUE's representative for Military Education Advisory Council (MEAC)
  - d. MSU Survey Committee (Chairperson, Renata Opoczynski)
12. Request from Provost's office to form a joint ad hoc committee to examine and make a  
recommendation on shifting the spring calendar to start one week later than currently planned  
(Action Item and call for 3-person subcommittee)  
Renata Opoczynski, Assistant Dean, Undergraduate Education
13. Update on Subcommittee for Course Equivalency for Semester Abroad Experiences  
Antoinette Tessmer, UCUE Chairperson
14. Roundtable