

AGENDA

Meeting Date: Tuesday, Dec13, 2016
Time: 2:00-3:30pm
Place: Student Union 318

- 1. Welcome and Introductions**
- 2. Approval of Nov 15 minutes (attached)**
- 3. UNIV XXXX proposal**
- 4. Discussion on UNIV course alignment
Part 2: Guidelines (attached)**
- 5. Open Forum (if any)**

Course Action Request
Higher Education in Brazil: Access, Equity, and Opportunity
UNIV XXXX

COURSE ACTION REQUEST	
Request Proposer	Hines
Course Title	Higher Education in Brazil: Access, Equity, and Opportunity
CAR Status	In Progress
Workflow History	Start > Institute for Student Success > UICC > Return > First Year Programs & Learning Communities > UICC > Senate C&C > University Senate > Return > First Year Programs & Learning Communities > UICC

COURSE INFO	
Type of Action	Add Course
Is this a UNIV or INTD course?	UNIV
Number of Subject Codes	1
Course Subject Code	UNIV
School / College	UICC - University Interdisciplinary Courses Committee
Department	First Year Programs & Learning Communities
Course Title	Higher Education in Brazil: Access, Equity, and Opportunity
Course Number	1995
Will this use an existing course number?	Yes
Please explain the use of existing course number	I was instructed by Shawna Lesseur as this course number was used for another study abroad course through Global House Learning Community.

CONTACT INFO	
Initiator Name	Erik M Hines
Initiator Department	EDUCATIONAL PSYCHOLOGY
Initiator NetId	emh14005
Initiator Email	erik.hines@uconn.edu
Is this request for you or someone else?	Myself
Does the department/school/program currently have resources to offer the course as proposed?	Yes

COURSE FEATURES	
Proposed Term	Spring
Proposed Year	2017
Will this course be taught in a language other than English?	No
Is this a General Education Course?	No
Number of Sections	1
Number of Students per Section	20
Is this a Variable Credits Course?	No
Is this a Multi-Semester Course?	No
Credits	1
Instructional Pattern	Face-to face, field trips, lectures, and discussions

COURSE RESTRICTIONS	
Prerequisites	Students should be at least a sophomore at the University of Connecticut.
Corequisites	N/A

Course Action Request
Higher Education in Brazil: Access, Equity, and Opportunity
UNIV XXXX

Recommended Preparation	N/A
Is Consent Required?	Instructor Consent Required
Is enrollment in this course restricted?	Yes
Is it restricted by class?	Yes
Who is it open to?	Sophomore,Junior,Senior
Is there a specific course prohibition?	No
Will this course NOT count towards any specific major or related subject area?	No
Are there concurrent course conditions?	No
Are there other enrollment restrictions?	No

GRADING

Is this course repeatable for credit?	Yes
Number of Total Credits Allowed	1
Is it repeatable only with a change in topic?	No
Does it allow multiple enrollments in the same term?	No
What is the Grading Basis for this course?	Graded
Will the course or any sections of the course be taught as Honors?	No

SPECIAL INSTRUCTIONAL FEATURES

Do you anticipate the course will be offered at all campuses?	No
At which campuses do you anticipate this course will be offered?	Storrs
If not generally available at all campuses, please explain why	The ScHOLA2RS House Living and Learning Community is only at Storrs campus and for members of this LLC.
Will this course be taught off campus?	Yes
Off campus details	This course will be taught at UCONN as well as in the cities of Salvador, Morro de Sao Paulo, and Gamboa in the Bahia region of Brazil. This course is an education abroad trip.
Will this course be offered online?	No

DETAILED COURSE INFO

Provide proposed title and complete course catalog copy	UNIV 1995 Higher Education in Brazil: Access, Equity, and Opportunity This is a special topics course.
Reason for the course action	This course is an education abroad initiative for the ScHOLA2RS House Living/Learning Community. The study abroad is a part of the research study to determine whether study abroad will have an impact on their persistence at UCONN.
Specify effect on other departments and overlap with existing courses	N/A
Please provide a brief description of course goals and learning objectives	By living and studying outside the United States, students from the University of Connecticut will acquire and develop a breadth of knowledge, skills, and perspectives across national boundaries that will help them become more globally aware, particularly about the educational opportunities afforded to pupils in Salvador, Brazil. This spring break program has a two-part focus: (a) creating partnerships with educational institutions in Brazil to provide an enriching international experience for students for cross-cultural exchange and (b) developing service-learning, field-based work, and research opportunities for University of Connecticut students, particularly those in the ScHOLA2RS House Living and Learning Community.
Describe course assessments	Students will articulate how their time abroad has enriched their academic experience by documenting and reflecting upon their experiences in northeast Brazil, through essays, journals, blogs, video diaries, projects and group discussions.

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Syllabus and other attachments	Attachment Link	File Name	File Type
	SchOLA2RS House Higher Ed in Brazil Syllabus 2017.docx	SCHOLA2RS House Higher Ed in Brazil Syllabus 2017.docx	Syllabus

COMMENTS / APPROVALS						
Committee Sign-Off Date						
Comments & Approvals Log	Stage	Name	Time Stamp	Status	F_CommitteeSignOff	Comments
	Start	Erik M Hines	09/27/2016 - 16:26	Submit		This Education Abroad Course is a part of the SchOLA2RS House LLC. The course is designed to impact college persistence.
	Institute for Student Success	Maria D Martinez	09/28/2016 - 13:04	Approve	9/28/2016	Approve MDM
	UICC	Eric Donkor	09/28/2016 - 20:49	Return		Erik. note the ff: 1) Under the "Special Instructional Features" pull down menu, populate the "If not generally available at all campuses explain why. 2) Attach a syllabus for the course, separate from the course material you have attached
	Return	Erik M Hines	11/10/2016 - 14:04	Resubmit		I have addressed comments needed for UICC.
	First Year Programs & Learning Communities	David T Ouimette	11/10/2016 - 14:18	Approve	10/28/2016	This course was reviewed by the First Year Programs & Learning Communities Faculty Oversight Committee and approved.
	UICC	Eric Donkor	11/15/2016 - 08:54	Approve	11/15/2016	Under "grading" the initiator indicated that the course was repeatable for credit, but the "Number of total credits allowed was set as 1 credit. Since the course is repeatable, then the allowed credits should be 2 or higher. This will be fixed at UICC committee review of the proposal
	Senate C&C	Michael J Darre	11/16/2016 - 09:52	Approve	11/16/2016	This section of UNIV 1995 was approved by Senate CC Chair Mike Darre on 11-16-2016
	University Senate	Cheryl D Galli	11/16/2016 - 12:37	Return		Returning to proposer to reset the workflow. Approval was indicated at the UICC level & should not have been. Proposer just need to 'submit' and 1st Year Programs should just 'approve'. Thank you, Cheryl
	Return	Erik M Hines	11/17/2016 - 00:55	Resubmit		Send to UICC
First Year Programs & Learning Communities	David T Ouimette	11/17/2016 - 06:40	Approve	10/28/2016	All set!	

ScHOLA²RS House Living/Learning Community



Higher Education in Brazil: Access, Equity, and Opportunity

Region: South America

Country: Brazil

Cities: Salvador, Morro de Sao Paulo, Gamboa (Bahia region)

Term: Spring 2017 (Spring Break)

Language: Portuguese

Type: ScHOLA²RS House/Office of First Year Programs & Learning Communities Sponsored

Program Length: Ten Days

Dates: March 10-19, 2017

Academic Credit: 1 hour of credit through UNIV 1995

Program Costs:

Resident Director

Erik M. Hines, Ph.D.

Faculty Director

Email: erik.hines@uconn.edu

Ph: 860.486.0207

Resident Assistants

Paul Singleton, II

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Christian Price

christian.price@uconn.edu

Course Description and Objectives

In northeastern Brazil there is a persistently low access rate to higher education for Afro-Brazilian adolescents. Students will assess the ways leadership in Salvador seeks to improve access to higher education for prospective Brazilian college students. This will also expose ScHOLA²RS House students to higher education access and equity challenges in Brazil commonly experienced by low-income and first-generation students enrolled in American universities and colleges. More specifically, this program will help students gain a better understanding of the role of education in Brazil and the academic needs of its student population.

The program will enable students to appreciate and participate in rich and dynamic aspects of Brazilian culture and educational systems. Participants will also acquire a basic understanding of how race, socioeconomic status, and gender impact educational opportunities for Afro-Brazilian youth. Additionally, the program will include discussions with university faculty, visits to educational institutions, along with historical and cultural sites. There will also be visits to governmental and non-governmental developmental organizations.

This Study Abroad course will introduce students to the South American country of Brazil and its people, particularly in Salvador, the Bahia region, which has one of the largest Afro-Brazilian populations in the area. Using lectures, discussions and research projects on contemporary Brazil, the course will enable students to survey and understand the Brazilian educational system along with the richness and dynamic nature of Brazil's history, culture, politics, economy and people.

Lectures, discussions and assignments on Brazilian society and culture will allow students to learn what role education plays in Brazil and how it impacts issues of ethnicity, gender, and status in contemporary society. Through both academic and extra-curricular experiences, students will acquire a better understanding of how access to educational opportunities play an instrumental role in the shaping of Brazilian society. In Salvador, the course will explore some of the contemporary advances and challenges of the people of Bahia Brazil socially, culturally and environmentally in the realm of higher education.

GE Education Abroad Objectives

By living and studying outside the United States, students from the University of Connecticut will acquire and develop a breadth of knowledge, skills, and perspectives across national boundaries that will help them become more globally aware, particularly about the educational opportunities afforded to pupils in Salvador, Brazil.

This spring break program has a two-part focus: (a) creating partnerships with educational institutions in Brazil to provide an enriching international experience for students for cross-cultural exchange and (b) developing service-learning, field-based work, and research opportunities for University of Connecticut students, particularly those in the ScHOLA²RS House Living and Learning Community.

GE Education Abroad Goals and Expected Learning Outcomes

Students function effectively outside the United States by living and studying in Brazil and by travelling both to and from and within the country, by taking field visits and excursions to examine, learn and understand the behavior of people, along with the difference and similarities in realm of human existence (e.g., psychological, societal, educational, financial, geographic, and political), and the ways by which people in these respective communities function.

Students will articulate how their time abroad has enriched their academic experience by documenting and reflecting upon their experiences in northeast Brazil, through essays, journals, blogs, video diaries, projects and group discussions. Thus, students will develop and deepen their

abilities to comprehend and assess individual and social values, and recognize their importance in social problem solving and policy making across cultures.

Location

Salvador, Brazil. Students participating in this program will have the opportunity to experience two of Salvador's educational institutions: the Associação Cultural Brasil -Estados Unidos (ACBEU) and the Instituto Cultural Steve Biko (Steve Biko Cultural Institute).



Accommodations

Participants will stay in a modest hotel near the Associação Cultural Brasil-Estados Unidos (ACBEU). Meals, travel (flight to Brazil and in-country accommodations), and lodging are included in program fee.

Passports

Passports are required for every University study abroad program. For many study abroad destinations, passport information is required to apply for an entry visa (as early as 6 months prior to departure). For information about applying for a passport, go to travel.state.gov.

Websites

U.S. Department of State: travel.state.gov (travel warnings/country specific information)

Centers for Disease Control: cdc.gov/travel (geographic health recommendations)

Brazilian Embassy, Washington D.C.: brasilemb.org

Host Institution

Associação Cultural Brasil Estados Unidos

Clara Ramos (Host Institution Coordinator, Salvador)

ACBEU- Avenida Sete de Setembro, 1884 – Corredor de Vitória – Salvador – Bahia

Email: clararamos@acbeubahia.org.br

Cell Phone: 011-55-71-3444-4411

Office: 71-34444-4406

Mobile: 71-8811-3524

CISI Insurance

CISI Worldwide Emergency Assistance

For 24/7 medical emergency assistance, call ACA Assistance collect from outside the U.S. +1-312-935-1703; toll free within the U.S. 855-327-1411; email MEDASSIST-USA@AXA-ASSISTANCE.US

In an emergency, seek medical care directly then call CISI.

General Information

Program Information

Your tentative schedule is below. You will be staying at the Sheraton da Bahia Hotel (two to three students per room) in Salvador and the Pousada Natureza in Morro de São Paulo. There are plenty of online resources to learn more about Salvador.

Addresses:

Sheraton da Bahia Hotel - Avenida Sete de Setembro 1.537 - Campo Grande · Salvador, Bahia
CEP: 40.080-001 Brazil, Telephone: (55)(71) 3021 6700, Fax: (55)(71) 3021 6705

Pousada Natureza - Vila de Morro de São Paulo – Bahia - Brasil - t.: (55) (75) 3652 1044 f.:
(55) (75) 3652 1361

Term

Make a travel appointment with a health care professional
Attend a Health and Safety Orientation

Expectations

PERSONAL CONDUCT

Demonstrate respect for your group members, resident directors and your host country by being on time. You will be a representative of the University of Connecticut and the United States abroad, we expect you to adhere to the highest standards of personal conduct. Inappropriate and/or culturally insensitive behavior will reflect poorly on you as an individual in front of your hosts and other program participants. The UCONN [Student Code of Conduct](#) remains in force during your participation in the program. Furthermore (and this goes without saying), you must abide by the laws and regulations of Brazil, as you can expect bigger problems than program dismissal if you break the law and are apprehended.

GROUP DYNAMICS

If you have never traveled in a group before, this can sometimes be as much of an adjustment as traveling to a new place. At times, the nature of this program can feel very “24/7.” You will be with your classmates a great deal of time: on the bus, during excursions, during meals, and at your hotels. All of you will be adjusting to Brazil and experiencing different emotions at any given time and will, occasionally, get on one another’s nerves. The important things to remember are to be respectful of your classmates, give someone space when they need it, don’t take your frustrations out on your classmates, speak up when something is bothering you before it eats away at you, and try not to sweat the small stuff. Keep things in perspective: it may be annoying that your roommate takes too much time in the bathroom, but spending too much time and energy on these petty gripes distracts you from fully experiencing the things that matter: learning and living abroad and getting everything you can out of this once-in-a-lifetime adventure.

Academics

Eligibility

Remember, students must successfully complete pre-departure course during term/year prior to travel. Students must also maintain a 2.5 cumulative GPA and meet the [Academic Requirements](#) and eligibility requirements as defined by the University of Connecticut and the Office of Education Abroad.

Courses, Credits and Registration

While participating in this program, you are required to be registered at the University of Connecticut. Thus, you need to enroll for one credit of UNIV 1995. Failure to do so will result in a hold and the Registrar will not be able to enroll you in your study abroad course. **The requirements for this course include a research project that examines any facet of educational access in Brazil and/or the United States, as well as the creation of a blog that chronicles your travels.**

Money Matters

Program Cost

Students are responsible for paying the University of Connecticut tuition plus a \$\$\$\$ program fee. The program fee includes international airfare, meals, in-country transportation, accommodations, field trips, Brazilian visa and supplemental health insurance. It does not cover meals while traveling (or snacks) and personal expenses.

Paying the Program Fee

Scholarships and Financial Aid

Students received a budget letter shortly after being accepted into the program. This letter can be utilized to discuss financial aid options with the Student Services Center, and as an estimation of costs for scholarship applications.

Any financial aid or university scholarships awarded will be deducted from the total charges on the Statement of Account. The remaining balance will then be listed along with the date payment is due. For questions about financial aid, contact or visit the Student Service Center.

Currency Abroad

TBD

How much money should I take?

Although your plane ticket, room, board and admission to all visits are included in the price of the trip, you will still need to bring money for meals at the airports in the U.S. and Brazil, incidentals, and souvenirs.

Health and Safety

Country Specific Issues

SAFETY

During the last meeting, you will be given a document of emergency numbers to call at UCONN and in in case of emergency 24 hours a day. Your Resident Director and Host Institution Coordinators will also have a cell phone. A few things to keep in mind: everyone should avoid walking alone at all times, but especially at night. Women should avoid carrying large purses. Be careful when crossing the streets—traffic laws are very different in Brazil. During your in-country orientation, you will be advised on additional best practices for remaining safe.

Emergencies Abroad

What should students do in the case of an emergency at this specific site location?

CDC

Visit the Center for Disease control website (cdc.gov) to review required and/or recommended immunizations for travel to link to CDC country site.

CSCI Insurance

To learn more about HTH Worldwide benefits and services, go to hthstudents.com. You will need to enter your personal HTH Worldwide certificate number, which is on your insurance card. See the Study Abroad Handbook for more information.

Drugs and Alcohol

Explain any site-specific alcohol regulations. Students are expected to abide by the university's [Code of Student Conduct](#), which applies to off-campus conduct of students, including those who participate in study abroad programs.

Travel

Flight Information

All students will travel on a group flight. No deviations are allowed.

Required Documents and Immigration

All students are required to have a valid passport, which must not expire for at least 6 months after your return to the United States. All US citizens are required to have a visa to enter Brazil. Non-US citizens may also be required, depending on their nationality. You will need to have your physical passport in Columbus in March in order to apply for your Brazilian visa.

Packing Tips

Must Haves!! Please double check for these items before leaving.

- Passport
- Cash/Debit/Credit Card (not traveler's checks)
- CSCI Insurance Card
- Contact lens prescriptions and medications
- Camera
- Toiletries
- Journal/notebook and pen
- Sunscreen
- Swimsuit
- Alarm Clock/watch
- Comfortable walking/hiking shoes

- Hats/Sunglasses
 - 1-2 semi-formal outfits for dinners
 - Sweater, along with some long-sleeved shirts/pants for cooler nights
-
- Climate: The average high/low temperature for Salvador in March is 87/76 Fahrenheit.

Luggage Tips

- We recommend bringing one checked bag (maximum 50 lbs/23 kgs).
- Ensure that your name, address and telephone number appear on the inside and outside of all checked baggage.
- Do not lock luggage. Use a twist-tie to secure zippers or TSA-approved locks.
- Be sure every piece of luggage is labeled with the individual's name, address, and telephone number.
- Passport, driver's license
- Cash, debit/credit card
- CISI Insurance card
- Pack lightly, people rarely wear everything they pack

Student Life

Accommodations

You will be staying in hotels (two-three students per room) in Salvador (two-three students per family).

Meals

Describe what meals are included in the program fee, and what meals students will be expected to pay for on their own.

Communications

Language

Portuguese is the main language spoken in Brazil. Lectures will be given in English, but you are advised to learn as much "survival" Portuguese as you can. Many, but not all, Brazilians speak some English. Some Brazilians will also approach you speaking Portuguese. The assumption is that you are from there. Respond accordingly.

World Clock

Salvador is two hours ahead of Connecticut (Eastern Standard Time).

International Calling

While in Brazil, some students may choose to buy a cell phone to use to make calls to other classmates and the Brazilian students. If you do not choose to buy a phone, it is advisable that

when traveling throughout the city on your own you make sure that someone with you has a cell phone for emergency purposes. You can also purchase phone cards that can be used on cell phones or pay phones. You may also decide to bring your laptop to communicate via email or Skype back to the United States. Some students may also choose to use their American cell phones to make calls back to the United States. There are also phone apps that are useful when using wifi like WhatsApp.

Internet Access

OIA will send a safe arrival email out to emergency contacts upon confirmed arrival to the study abroad destination.

Cultural Notes

FOOD, DRINK, AND DAILY LIFE

It is advised that you do not drink the tap water. While it is fine for bathing and brushing your teeth, it is best to stick to bottled water for drinking in order to avoid irritable bowels (upset stomach).

Don't flush the toilet paper! This may seem a bit strange at first, but you will get used to it. The plumbing in Brazil is unable to accommodate paper. Please use the restroom wastebasket. That is not the case at Sheraton da Bahia.

If you are eating with a group of Brazilian students, they order a large platter or serving of food to share. If you partake, be prepared to contribute to the bill. Tips are traditionally 10% and included in the bill. You may tip additionally if you wish, but it is not expected or required.

Alcohol Policy

The legal drinking age in Brazil is eighteen (18). You must come prepared to make sensible choices about drinking. Though the consumption of alcohol is legal, drunkenness is not socially acceptable, nor will it be tolerated on the program. ***If you come intoxicated to any scheduled program event or abuse alcohol at any point during the program, you will be subject to university disciplinary action.***

CULTURAL DIFFERENCES

One of last year's participants for the Global May Brazil programs recommends that you be aware of the following:

- Brazilian culture can be very carefree, so if things change suddenly, be open-minded to it.
- Never use your hands when eating
- When referring to US citizens, use the term, "North American" instead of "American."
- Brazilians tend to be very friendly and outgoing. Step out of your comfort zone and introduce yourself to others. Most will be very excited to meet you!

Unpacking Your Experience

Be mindful of the cultural adjustment you have when returning to the US. Be sure to use your experience in academic and professional pursuits, and be sure to share with others, especially other SCHOLA²RS House Community Members..

**Higher Education in Brazil (UNIV 1995)
Itinerary**

March 10-19, 2017

Friday, March 10, 2017

Depart Hartford, CT for Salvador, Brazil

Saturday, March 11, 2017

Arrive to Salvador, Brazil
Orientation with Clara Ramos
Historic tour with Fred
Jazz at Modern Art Museum

Sunday, March 12, 2017

Conversation with Jucy Silva and Steve Biko
Panoramic tour of the city of Salvador with OSU Dance

Monday, March 13, 2017

Visit Steve Evaristo da Veiga's High School
School of Education at UNEB
Ballet folkloric in Pelourinho

Tuesday, March 14, 2017

Visit Universidade Federal da Bahia
Visit Steve Biko Institute
Jeronimo's concert in Pelourinho

Wednesday, March 15, 2017

Transfer to Morro de Sao Paulo
Visit high school
Tour of Morro de Sao Paulo

Thursday, March 16, 2017

Visit Modern School in Gamboa
Visit Praia da Argila

Friday, March 17, 2017

Return to Salvador
Shopping at Mercado Modelo and Pelourinho

Saturday, March 18, 2016

Visit Ilê Ayiê in Liberdade

Depart from Salvador, Brazil

Sunday, March 19, 2016
Arrive in Hartford, Connecticut

Flight Information
Higher Education in Brazil
ESCE 5193
March 10-19, 2017

UICC Course Alignment Review Guidelines

Background

In 2015 the UICC adopted a policy for regular review of UNIV courses. A 3-year review cycle was recommended for the review of all UNIV courses. This policy distinguishes between courses that regularly offer multiple sections (Course Shells, e.g. UNIV 1800) and those that are taught only once or twice a semester (Individual Courses). The oversight requirements for the former is greater since it has to include consideration of qualifications and training of multiple instructors and consistency and comparability across what may be a large number of sections.

Course Alignment Purpose and Goals

Good teaching practice requires that faculty evaluate their courses on a regular basis to ensure the efficacy of the pedagogy and the currency of the material presented. Academic departments often develop policies and practices to assist faculty in doing this and to ensure that their curriculum in aggregate continues to meet the goals defined for their major(s). UNIV courses are offered by units outside of the schools and colleges, and part of the mission of UICC is to ensure that oversight of these courses follows best practices. Thus, courses undergo rigorous review at the time they are added to the curriculum and our policies require that units offering UNIV courses have faculty committees that are responsible for curricular oversight. This oversight should include periodic review of existing courses to ensure their continued efficacy, consistency among offerings and alignment with course goals as originally approved. This policy is intended to support the faculty curricular committees in performing these functions.

Administration of the Course Alignment process

In order to effectively manage the process:

- The Course Alignment review will be evenly spread out over a 3-year cycle (each year within the cycle referred to as a round);
- New courses that have been offered at least twice, but have not been reviewed in the previous 3 academic years will be added to each unit pool of courses to be reviewed.
- Typically, higher level (i.e. 3000 and 4000) level courses will be reviewed in Fall Semesters and lower level (i.e. 1000 and 2000) courses will be reviewed in Spring Semesters.

3-Year Course Alignment Schedule

A 3-year schedule that includes all units offering UNIV courses will be developed for each round. The schedule will attempt to strike a balance in the number of courses to be reviewed as well as to

spread the large number of shell course across the review period. Table 1 depicts the proposed schedule for the next five review cycles, starting from Academic Year:2020/2021 (AY:20/21)

Review Cycle	Duration	
	Start Date	End Date
1	AY:20/21 (Fall 20)	AY: 22/23 (Spring 23)
2	AY:23/24 (Fall 23)	AY: 25/26 (spring 26)
3	AY: 26/27 (Fall 26)	AY:28/29 (Spring 29)
4	AY: 29/30 (Fall 29)	AY: 31/32 (Spring 32)
5	AY: 32/33 (Fall 32)	AY:33/35 (Spring 35)

Other Alignment Guidelines and Protocols

1. Each Unit Head will be asked to identify a liaison who will communicate with the UICC Administrative Assistant and make alignment-related decisions. The Unit Head may choose to select him or herself as liaison. The Unit liaisons will be responsible for:

- Communicating with course instructors about deadlines and responsibilities and conveying any information sent by the UICC;
- Ensuring that the instructors of the selected courses submit the alignment forms completely and on time;
- Following up with the UICC Administrative Assistant regarding any questions or issues with the course alignment review process.

2. Once selected for alignment, a course may only be removed from consideration for the following reasons:

- The course was approved but never taught. (Units should consider archiving courses that have been dormant like this for more than 5 years unless it appears likely they may be taught in the near future);
- The only instructor who teaches the course is no longer with the unit. (Department representatives may be asked to select a replacement course if this is the case);

3a. Units offering shell courses with multiple sections/semester shall supply to UICC report for each course shell. This report will include:

- A listing of the offerings of the course for the academic year, including section title and instructor name and rank.

- A narrative description of how comparability across parallel offerings and consistency between repeat offerings of the course is achieved.
- Three representative syllabi from the course.

3b. Units offering individual courses shall supply to the UICC a copy of the syllabus for each offering of the course over that academic year. They will also report on any significant changes in the course since its approval by UICC.

Course Alignment Forms

- Applicable forms will be available for download at the UICC website (www.UICC.UConn.edu). Word document format of the forms will be mailed to instructors on request.
- Completed forms and relevant supplementary materials must be submitted to the UICC administrative Assistant no later than the first day of classes, as published in the Registrar's Academic Year Calendar, corresponding to the academic year and semester of the course alignment round during which a UNIV course will be reviewed.