1. The agenda was approved as submitted (motion Al Ghoul, second Aghahowa)

2. The minutes of November 8, 2016 meeting were approved (motion Aghahowa, second Gahungu)

3. Announcements

4. Curricular Matters - None

5. Presentations, Policy and Process Issues
   a. Standing Subcommittee Meetings (if subcommittee has met since last UGC meeting)
      i. The Policy and Standards Subcommittee requested that thesis course updates be submitted through the curriculum process no later than April.
      ii. Thesis/Dissertation Completion and Fellowship
         1. The thesis manual revision is in process and when approved by faculty, will inform the dissertation manual revision.
      iii. Student Appeals and Petitions
         1. Student A’s petition for exception to graduate policy was approved.

6. The meeting was adjourned at 1:45 PM.