Colorado Mesa University

Graduate Curriculum Committee
Meeting Minutes
September 3, 2025
Library 221

Members Present: Cynthia Chovich, Colin Carman, Austin Hanson, Tess Shideler, Erik Packard, Cassidy Herringer, John Reece, Bridget Marshall, Jill Van Brussel, Christi Sanders Via, Justin Pomeranz, and Jonathan Hinkle

Members Absent: Suzie Garner

Ex-officio members present: Jeremy Hawkins, Robert Cackler, Janel Davis, Maygen Simm, Barbara Borst, John Stewart, and Rodger VanVoorhees

Recording Secretary: Lisa Bessette

Chair Chovich called the meeting to order at 4:00 pm.

I.   **Announcements**
   A.   Introduction of all committee members and ex-officio members present.
   B.   CIM is now open. CIM will close on December 19, 2025, for all proposals. To ensure course changes are reflected for Spring registration (for Fall 2026 courses), the curriculum proposal must be approved at the December 3rd GCC meeting. If you need courses to be available for Spring registration, please submit them by November 1st to ensure they are included on the December 3rd GCC agenda.

II. **Ex-Officio Reports**
   A.   Senior Associate Vice President
      i.   Dr. Hawkins requested feedback from the committee on the idea of appointing a permanent Student Learning Outcome (SLO) Reviewer role – similar to the Catalog Description Reviewer – who would be responsible for reviewing all course and program SLOs submitted in CIM. He said this role would be filled by someone outside of the GCC committee.
   B.   Registrar's Office
      i.   Janel Davis asked if departments are planning any changes to credit hours, instructional activity, or prerequisites/corequisites, to please submit those course modifications as soon as possible – ideally by November 1st - to ensure the course can be included on the December agenda. This timeline allows sufficient time, following committee approval, for the Registrar's Office to complete the processing and have the course ready for Spring registration. She also asked that any graduate programs that intend to offer a course with Pass/Fail as the grading option, to please put the course through curriculum to indicate that in the justification. More information on which graduate courses are allowed to be taught as Pass/Fail can be found in the Curriculum Manual. The Registrar's Office is currently working with Justin Gollob to come up with a formal process of documenting the Pass/Fail grading options for graduate courses. Chair Chovich

asked Janel to provide the information to the GCC once the process is formally documented.

    C. Financial Aid

        i. John Stewart reported there is a financial aid checklist for new programs, and it can be found on the forms page of the curriculum website.

    D. Library

        i. Barbara Borst asked the committee to please notify the library know as soon as departments become aware of any new courses or programs being proposed, so they can begin researching and acquiring the necessary materials.

    E. Catalog Description Reviewer

        i. No update.

III. Old Business

    A. None.

IV. Curriculum Proposals

    A. No curriculum proposals were entertained at this meeting.

V. Information Items

    A. Chair Chovich reviewed the important dates and deadlines for academic year 2025-2026.

    B. Chair Chovich distributed the responsibility guidelines and categories to the committee and asked new members to be ready to sign up for an available role at the end of the meeting.

    C. Chair Chovich gathered input from department representatives about anticipated departmental submissions for the year.

    D. Lisa Bessette presented a brief training on the new CIM dashboard and how to find proposals in the course management and program management systems. Chair Chovich offered additional hands-on help following the meeting if anyone wanted to stay in the library computer lab and work in CIM.

VI. New Business

    A. New committee members were asked to volunteer for a proposal review category based on the list of responsibility guidelines distributed by Chair Chovich. Please refer to the attached list, beginning on page 3, for a complete overview of roles and responsibilities.

    B. Chair Chovich announced that the Graduate Studies Advisory Committee is in need of a GCC representative. Dr. Hawkins clarified that they are looking for a representative from the Registrar's Office and Robert Cackler confirmed that the Registrar's Office will identify someone to attend the committee meetings.

With no objections from the committee, Chair Chovich adjourned the meeting at 4:42 pm.

Category 1: Course Descriptions, SLOs, and Topical Outlines
Responsibilities

Review primarily for typos/grammar/etc. Content and wording have been reviewed.
Review catalog descriptions for course additions (and course modifications, if applicable).
Review SLOs for course additions (and course modifications, if applicable).
Review topical outlines for course additions (and course modifications, if applicable).
Review SLOs for new programs (and program modifications, if applicable)
For program modifications, if the program has been significantly modified and/or if the SLOs have been modified, review the SLOs.

This category needs two reviewers.

Name 1	Bridget Marshall
Name 2	Justin Pomeranz

Category 2: Prerequisites, Co-Requisites, and Affected Programs
Responsibilities

Review all course additions, modifications, and inactivations for consistency and accuracy of prerequisite and co-requisite course listings. If included, remove *or permission of instructor* verbiage needs to be removed. Do not list course name, use only subject and number. List in alphanumeric order. Check for embedded/repetitive prereqs.
Review the list of degree programs affected by the course additions, modifications, and deletions. Is the course included/deleted/modified on the course sequence. (e.g. change in credit hours)? Does a course addition introduce any hidden prerequisites to the program?
Do other program sheets need to be modified? Check the catalog pages referencing this course as well as the programs referencing this course as well as other courses referencing this course.

This category needs two reviewers.

Name 1	KyoungHwa Oh (Suzie Garner – Fall 2025)
Name 2	Cassidy Herringer

Category 3: Instructional Activity, Revenue, and Pre-Approval Confirmation
Responsibilities

Use table III-2 in the Curriculum Manual to verify consistency in credit hours, type of instruction, engagement minutes, student prep minutes, etc. for course additions (and course modifications if applicable). Check both instructional type and contact hours per week.

This category needs one reviewer.

Name 1	Austin Hanson

Category 4: Affected Departments

Responsibilities

Form	Task
Program Addition	Review "Discuss the proposal with all departments affected by the program…" Is this appropriately addressed (cannot be blank)? Obtain departmental approval according to department-specific procedures. Ensure the date, at a minimum, the semester/year, of approval is included.
Program Modification	Review item 2 - "Discuss the proposal with all departments that might be affected." Is this appropriately addressed (cannot be blank)?
Course Addition	Review whether the item "Discuss the proposal with all departments that might be affected by the proposal" is appropriately addressed (cannot be blank).
	Review the question regarding whether the course is a Duplication/Cross-Listing, Did they select a box? If yes was selected, is an explanation provided?
Course Modification	Review whether the item "Discuss the proposal with all departments that might be affected by the proposal" is appropriately addressed (cannot be blank).
This category needs two reviewers.	
Name 1	Erik Packard
Name 2	Jonathan Hinkle

Category 5: New and Modified Programs/Courses PTO and Justifications and Departmental Discussions

Responsibilities

New Programs and New Courses	Carefully review for PTO programs as well as the PTO exception form (e.g., verify statements about accreditation etc.).
Program and Course Modifications	Carefully review updates or changes to PTO status as well as the PTO exception form, if applicable (e.g., verify statements about accreditation etc.).
	Review justifications. Is the justification sufficient? Are all changes justified individually? Do the changes and the justifications match and support the other?
This category needs two reviewers.	
Name 1	Christi Van Sanders
Name 2	John Reece

Category 6: New/Modification of Programs - Total Hours, Course Sequence, Foundation Courses and Program Specific Courses

Responsibilities

Carefully review all courses and course credit hour totals. Check number of hours in Foundation Courses and Program specific hours. Check course sequencing to ensure all courses are included and offered in the semester stated on the proposal. Review program hours in all sections.	
This category needs two reviewers.	
Name 1	Jill Van Brussel
Name 2	Tess Shideler