



**CMU Tech Curriculum Committee
Meeting Minutes
September 8, 2026
Kayenta Hall 150**

Members Present: Jason Roberson, Stephanie Stelljes, Sundial Hoffman, Karrie Stanfill, Carolyn Ferreira-Lillo, and Brian Hosterman

Ex-officio members present: Chad Middleton, Janel Davis, Maygen Simm, John Stewart, Kayla Kurelich, and Tracie Bradshaw

Recording Secretary: Lisa Bessette

Chair Roberson called the meeting to order at 3:32 pm.

I. Announcements

- A. CIM is now open. CIM will close on December 18, 2026, for all proposals. To ensure course changes are reflected for Spring registration (for Fall 2027 courses), the curriculum proposal must be approved at the December 1st CMU Tech Curriculum Committee meeting.
- B. Executive Committee meets two weeks before the CMU Tech Curriculum Committee meetings. Proposals must be to the Executive Committee for review to be on the agenda for the next CMU Tech Curriculum Committee meeting.

II. Ex-Officio Reports

- A. Assistant Vice President for Faculty Success
 - i. Dr. Middleton reported that Academic Affairs is still searching for an SLO Reviewer. Mary Jo Stanley is temporarily filling the role until a permanent replacement is identified. If anyone is interested in serving in this role, please reach out to Dr. Middleton.
- B. Registrar's Office
 - i. There has been a change to CIM workflow. In an effort for committee representatives to try to resolve issues before the proposal makes it to the Executive Committee queue, representatives will have another review step in workflow immediately prior to Executive Committee. Please review the comments section and if there are questions that require follow-up, ensure those questions are answered and the proposal is updated before sending it to the Executive Committee queue.
 - ii. Please review the Suggested Course Plans for your programs to ensure they are accurate, as they are used to develop the plan templates in DegreeWorks.
- 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. This checklist is different from the financial information provided for new program pitches. He also reminded the

committee certificate programs must include a minimum of 16 credit hours to qualify for federal financial aid.

- D. Library
 - i. Tracie Bradshaw reported that she is beginning to spend down this year's financial budget. If programs have requests for materials, please reach out to her. She also reported that she is exploring a database called Mometrix, which contains study guides and tests for programs such as Medical Assisting and Veterinary Technology. If you are in a program that requires a test or certification exam, please let Tracie know if you would be interested in having access to a database like this.
- E. Catalog Description Reviewer
 - i. No update.
- F. Essential Learning
 - 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 Roberson reviewed the important dates and deadlines for academic year 2026-2027.
- B. Chair Roberson distributed handouts from the Registrar's Office, including course and program proposal workflow timelines and a common curriculum proposal errors reference sheet. Lisa Bessette will distribute electronic copies of these documents with the meeting minutes. Please share with faculty in your programs.

VI. New Business

- A. Chair Roberson reviewed the Roles and Responsibility document from the previous academic year, and all committee representatives agreed to remain in the same roles as last year. Please refer to the attached list, beginning on page 3, for a complete overview of roles and responsibilities.

Hoffman motioned to adjourn and Stelljes seconded. With no objections from the committee, Chair Roberson adjourned the meeting at 3:50 pm.

Category 1: 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.

Reviewer: Carolyn Ferreira-Lillo

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.

Reviewer: Karrie Stanfill

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.

Reviewer: Jason Roberson

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).
Reviewer: Sundial Hoffman	

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?
Reviewer: Jason Roberson and Kelly Reuss	

Category 6: 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.	
Reviewer: Stephanie Stelljes	