TECH

CMU Tech Curriculum Committee
Meeting Minutes
September 9, 2025
Kayenta Hall 150

Members Present: Jason Roberson, Stephanie Stelljes, Sundial Hoffman, and Olga Grisak

Members Absent: Karrie Stanfill and Carolyn Ferreira-Lillo

Ex-officio members present: Kelly Reuss, Janel Davis, Maygen Simm, John Stewart, and Jeremy Hawkins

Recording Secretary: Lisa Bessette

Chair Roberson called the meeting to order at 3:32 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 2nd CMU Tech Curriculum Committee 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 2nd CMU Tech Curriculum Committee agenda.
    C. 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. Senior Associate Vice President
        i. Dr. Hawkins announced there is a pitch process for new programs and Kelly Reuss has a copy of the document outlining the process.
    B. Registrar's Office
        i. If departments are planning any changes to credit hours, instructional activity, or prerequisites/corequisites, 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.
    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. He also reminded the committee certificate programs must include a minimum of 16 credit hours to qualify for federal financial aid.

D. Library
   i. No update.
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 2025-2026.
B. Chair Roberson 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 Roberson briefly showed the committee how to access CIM and mentioned he is available to review proposal submission if anyone has questions.

VI.   New Business
A. Committee representatives were asked to volunteer for a proposal review category based on the list of distributed by Chair Roberson. Please refer to the attached list, beginning on page 3, for a complete overview of roles and responsibilities.

Stelljes motioned to adjourn and with no objections from the committee, Chair Roberson adjourned the meeting at 3:57 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)?

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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