Graduate Curriculum Committee
Meeting Minutes
October 7, 2026
Lib 331, 4:00-5:00

Members Present: Kurt Haas, Austin Hanson, Tess Shideler, Erik Packard, Thomas Raffin, John Reece, Tara Carleo, DJ Rew, KyoungHwa Oh, Cynthia Chovich, Erin Donovan, and Justin Pomeranz

Members Absent: Jonathan Hinkle

Ex-officio members present: Janel Davis, Maygen Simm, Robert Cackler, Barbara Borst, John Stewart, Chad Middleton, and Mary Jo Stanley

Recording Secretary: Lisa Bessette

Erin Donovan 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 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 2nd GCC meeting.
C. Executive Committee meets two weeks before GCC meetings. Proposals must be to the Executive Committee for review to be on the agenda for the next GCC meeting.

II. Unfinished Business

A. Official vote for GCC Chair and Vice Chair.
   i. DJ Rew volunteered to be Vice Chair. Erin Donovan motioned for DJ Rew to be Vice Chair and Justin Pomeranz seconded. The committee unanimously voted to elect DJ Rew as Vice Chair for AY 2026-2027. Erin Donovan volunteered to be Chair. Tara Carleo motioned for Erin Donovan to be Chair and Kurt Haas seconded. The committee unanimously voted to elect Erin Donovan as Chair for AY 2026-2027.

III. Ex-Officio Reports

A. Assistant Vice President for Faculty Success
   i. Dr. Chad Middleton apologized for missing the first meeting and expressed appreciation for the volunteers who filled the Chair and Vice Chair positions. He explained that he and Dr. Michelle Sunkel have divided Dr. Jeremy Hawkins' former responsibilities following his appointment as Interim Provost. Dr. Middleton will serve as an ex-officio member of all three curriculum committees (UCC, GCC, and CMU Tech CC). Although new to the current curriculum process, he previously served on GCC in 2012 when only two graduate programs existed. He also reviewed the Board of Trustees' August revision to the policy on graduate courses counting toward undergraduate and graduate degree credit. The

revised language is available on the Academic Affairs website, and he encouraged committee members to review it.

B. Registrar's Office
   i. Robert Cackler did not have any curriculum updates but discussed grading for the fall semester. He stated that first MOD grading will be open on Friday (October 2nd) and encouraged all grades to be submitted. A question was brought up by Thomas Raffin about due dates from grades for first MOD and Robert Cackler stated that first MOD grades are technically not due till the end of the semester but it is encouraged to turn them in sooner as Financial Aid does have reporting that they need to complete for first MOD.

C. Financial Aid
   i. John Stewart explained his role on the committee is to review new program proposals and determine their eligibility for federal financial aid for students and explained that the Financial Aid Checklist is on the curriculum website. He explained that the form needs to be filled out and attached to the proposal and that the form will come to him to be signed off for Financial Aid eligibility. Graduate certificates are mostly what is of concern to be looked at.

D. Library
   i. Barbara Borst requested that any new course proposals be turned in to her as soon as they get the title, course description, course outline, and SLO's so that the library can get to work on their part because it does take a while to get them generated.

E. Catalog Description Reviewer
   i. No update.

F. SLO Reviewer
   i. Tara Carleo introduced herself and Romy Hughes as the new SLO reviewers elected by Faculty Senate. They are reviewing and approving proposals currently in CIM and collaborating with Dr. Mary Jo Stanley, who previously served in the interim role. Tara distributed the SLO review guidelines and explained that reviewers will provide clear, concise feedback outlining their recommendations and the rationale for each suggested change.

IV. Curriculum Proposals

A. None.

V. Information Items

A. Important dates and deadlines for academic year 2026-2027.
   i. Chair Donovan explained that the important dates and deadlines are posted on the Graduate Curriculum Committee website but that she does have a copy of those dates here at the meeting if any committee member needs it.

B. Review responsibility guidelines and categories.
   i. Chair Donovan distributed the responsibility guidelines and categories to the committee and asked members to be ready to sign up for an available role at the end of the meeting. Cynthia Chovich provided background on why review responsibilities are divided into specific categories. Committee members are encouraged to review proposals as a whole while focusing on their assigned

sections and raising any concerns at the meeting. This approach has improved the efficiency of the review process.

VI. New Business

A. Committee responsibility assignments.

i Committee members were asked to volunteer for a proposal review category based on the list of responsibility guidelines distributed by Chair Donovan. Please refer to the attached list, beginning on page 4, for a complete overview of roles and responsibilities.

ii Chair Donovan reviewed committee members' responsibilities, noting they will receive email notifications when items are ready for review in the Graduate Curriculum Committee queue. Cynthia Chovich explained that members serve as liaisons between the committee and their departments by sharing proposal timelines and CIM deadlines, assisting faculty with submissions, and ensuring proposals follow established guidelines. She also reviewed the Executive Committee process, noting that proposers are typically invited to address any outstanding questions.

iii Janel Davis and Maygen Simms reviewed the updated workflow, which routes proposals to committee representatives before the Executive Committee meeting. This change allows representatives to work with proposers to resolve outstanding questions or issues in advance.

iv Dr. Chad Middleton explained the changes to the SLO Reviewer process, establishing the role within Faculty Senate to align with the Catalog Description Reviewer position.

v Dr. Mary Jo Stanley explained that she is working with Tara Carleo and Romy Hughes to review curriculum policies and procedures, clarify the SLO Reviewer's role in assisting faculty with questions, and develop the SLO Guidelines handout.

vi Austin Hanson presented on continuous improvement and lifecycle thinking, discussing the costs and environmental impacts of campus printing and strategies to reduce paper usage and expenses throughout the printing process, including paper delivery and related operations.

VII. Adjourn

Kurt Haas moved to adjourn and with no objections from the committee, Chair Donovan adjourned the meeting at 4:25 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	Kurt Haas
Name 2	Tess Shideler

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
Name 2	Thomas Raffin

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
Name 2	Tara Carleo

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	Justin Pomeranz

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	John Reece
Name 2	Jonathan Hinkle

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	Cynthia Chovich