

**Undergraduate Curriculum Committee  
Meeting Minutes  
August 27, 2026  
Library 212, 3:30-5:00**

**Members Present:** Blake Bickham, Kyle McQuade, Scott Kessler, Nate Bachman, Cecilia Battauz, Suzie Garner, Kyle Stone, Lynn Duncan, Brian Hosterman, Kathleen King, Margaret Knapp, and Jason Roberson

**Members Absent:** Lisa Driskell and Jun Watabe

**Ex-officio members present:** Chad Middleton, Mary Jo Stanley, Johanna Varner, Robert Cackler, Maygen Simm, John Stewart, and Carl Smith

**Recording Secretary:** Lisa Bessette

Chair Bickham called the meeting to order at 3:30 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 4<sup>th</sup> UCC meeting. If you need courses to be available for Spring registration, please submit them by November 1<sup>st</sup> to ensure they are included on the December 3<sup>rd</sup> UCC agenda.
- C. Executive Committee meets two weeks before UCC meetings. Proposals must be to the Executive Committee for review to be on the agenda for the next UCC meeting.

**II. Ex-Officio Reports**

- A. Assistant Vice President for Faculty Success
  - i. Dr. Chad Middleton discussed his role in the upcoming curriculum cycle. He explained that he and Dr. Michelle Sunkel divided the responsibilities previously held by Dr. Jeremy Hawkins before he stepped into the role of Interim Provost. For curriculum, Dr. Middleton will serve in an ex-officio role for all three curriculum committees (UCC, GCC, and CMU Tech CC).
- B. Registrar's Office
  - i. Robert Cackler, Registrar, discussed his role in supporting the Registrar's Office curriculum team (Maygen Simm, Lisa Bessette, and Janel Davis) who work behind the scenes in CIM, helping to ensure that all the curriculum changes are captured accurately and function properly in the catalog, DegreeWorks, and academic scheduling.
  - ii. Maygen Simm briefly described her role as the Coordinator of Degree Audit Systems and ensuring the program sheets are accurately reflected in DegreeWorks.

- iii. Lisa Bessette briefly described her role as Curriculum and Catalog Manager and CIM administrator, including managing access and addressing issues in CIM, as well as ensuring that all curriculum items are accurately reflected in the catalog. Chair Bickham requested that representatives CC both himself and Lisa on any emails sent to either of them, as Chair Bickham and Lisa work to keep each other informed of curriculum-related issues.
  - iv. Robert Cacker reported on behalf of Janel Davis, Assistant Registrar of Curriculum and Academic Scheduling, explaining her role in curriculum review and course processing in Banner and CLSS.
- C. Financial Aid Associate Director
- i. John Stewart explained that his role on the committee is to review new program proposals and determine their eligibility for federal financial aid for students and showed the committee where to find the Financial Aid Checklist on the curriculum website. Be aware that the Financial Aid Checklist is different than the financial pitch piece of the new program pitch process. Also, please note that certificate programs need to be 16 credit hours to be eligible for federal aid.
- D. Librarian
- i. Carl Smith outlined the library's role in supporting the curriculum committee. The library conducts a collection assessment when a new course or program is proposed to ensure the library can adequately support the new course or program. Departments are asked to notify the library as soon as they become aware of any new courses or programs being proposed, so that the library can begin researching and acquiring the necessary materials.
- E. Catalog Description Reviewer
- i. Dr. Johanna Varner enforces the catalog description requirements in CIM. To help proposals move efficiently through workflow, please copy and email the descriptions for any new courses, as well as any course modifications in which the catalog description has changed, to Dr. Varner for review and feedback. Dr. Varner encouraged the committee to review the Curriculum Manual for examples of strong catalog descriptions and reminded representatives to keep descriptions under 60 words and begin them with a noun.
- F. SLO Reviewer
- i. Dr. Mary Jo Stanley, Assistant Vice President for Accreditation and Academic Success, explained that she is filling the SLO Reviewer role until a permanent faculty member is identified by Faculty Senate for the role. She asked that, when proposing a new course, proposal initiators send her the SLOs showing alignment with assessment and program outcomes, and she will provide feedback. Dr. Stanley also explained that, in her accreditation role, once programs are approved by Faculty Senate and Board of Trustees, she submits them for approval to HLC and the state of Colorado. These submissions occur twice a year, in January and May.
- G. Essential Learning Chair
- i. Chair Bickham reported on behalf of Dr. Scott Andrews, Essential Learning Committee Chair, that there will be one milestone course coming through CIM workflow soon.

### **III. Old Business**

- A. Chair Bickham briefly explained the role of Vice Chair and asked for nominations. Dr. Brian Hosterman volunteered to step into the role and the committee unanimously voted to elect Dr. Hosterman as UCC Vice Chair for academic year 2026-2027.

### **IV. Curriculum Proposals**

- A. No proposals were entertained at this meeting.

### **V. Information Items**

- A. Chair Bickham reviewed the important dates and deadlines for academic year 2026-2027 and the Course and Program Workflow Timeline documents prepared by the Registrar's Office.
- B. Chair Bickham distributed the responsibility guidelines and categories to the committee and asked members to email him their top three choices, and he will do his best to assign roles according to preferences.
- C. Lisa Bessette presented an overview of CIM features and a "Common Curriculum Proposal Errors" document was distributed to committee representatives. All materials distributed during the meeting will be posted on the curriculum website, and electronic copies emailed to the committee.

### **VI. New Business**

- A. Chair Bickham asked that the committee's focus this year be on finalizing all 100- and 200- level CIM course clean-up. This is for courses that are missing information when CIM was implemented (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes, etc.). If departments have completed clean-ups for all 100- and 200-level courses, they should continue with the clean-up of 300-level courses.
- B. Chair Bickham asked for the committee members to review Section I, F., 3., a. of the Curriculum Manual and come prepared to discuss at the next meeting whether the language needs to be updated. The committee is not currently following the guideline that allows members a full week to review meeting minutes before they are sent to Faculty Senate for approval. This is in an effort to gain Faculty Senate approval sooner, which then allows for a quicker turnaround in course processing. Business Representative Dr. Kyle Stone suggested the language may simply need to state that the committee members have "up to" one week to review the minutes, which would allow for a shorter review period when appropriate.

Kathleen King moved to adjourn and with no objections from the committee, Chair Bickham adjourned the meeting at 4:50 pm.