

**Undergraduate Curriculum Committee
Meeting Minutes
August 28, 2025
Library 212**

Members Present: Blake Bickham, Olga Grisak, Evan Curtis, Kyle McQuade, DJ Rew, Lisa Driskell, Scott Kessler, Nate Bachman, Cecilia Battauz, Joe Richards, Justin Gollob, Scott Andrews, and Jason Roberson

Members Absent: Andrew Bajorek

Guests Present: Mary Jo Stanley and Margaret Knapp

Ex-officio members present: Jeremy Hawkins, Johanna Varner, Robert Cackler, John Stewart, and Tracie Bradshaw for Amber D'Ambrosio

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 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 4th UCC 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 4th 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. Senior Associate Vice President
 - i. Dr. Hawkins discussed his role in the upcoming curriculum cycle and also provided insight into Dr. Mary Jo Stanley's responsibilities as AVP for Assessment and Academic Success, which includes serving as the final step in workflow for programs requiring CDHE and HLC approval. Dr. Hawkins will attend all Executive Committee meetings and is currently listed as the reviewer for Student Learning Outcomes (SLOs). He requested feedback from the committee on the idea of appointing a permanent SLO Reviewer role – similar to the Catalog Description Reviewer – who would be responsible for reviewing all course and program SLOs submitted in CIM.
- B. Registrar's Office
 - i. Robert Cackler, Registrar, discussed his role in supporting the Registrar's Office curriculum team. If they have any questions or issues that require his involvement, he will meet with Dr. Hawkins and the team to find solutions. Robert introduced the newest staff member, Maygen Simm, and explained her role as the DegreeWorks programmer.

- ii. Lisa Bessette reported on behalf of Janel Davis: 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 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. While all new baccalaureate or associate degree programs are automatically approved, certificate programs must include a minimum of 16 credit hours to qualify.
- D. Librarian
 - i. Tracie Bradshaw reported on behalf of Amber D'Ambrosio, outlining the library's role in supporting the curriculum committee. Tracie reminded the committee that the library can purchase e-books, streaming videos, print books, and other materials to support courses and programs. 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. Dr. Johanna Varner enforces the rules for catalog descriptions in CIM. To keep proposals moving efficiently through workflow, please copy the catalog descriptions from all of your proposals and email them to Dr. Varner for review and feedback.
- F. Essential Learning Chair
 - i. Dr. Scott Andrews explained that any courses proposed as Essential Learning courses will be routed to his queue for review in his role as Chair of the Essential Learning Committee.

III. Old Business

- A. The Curriculum Manual change proposed at the April 2025 UCC meeting was discussed. Currently, five AAS degrees are out of compliance with the existing manual language (two from HSCI and three from CMU Tech, Applied Business). The recommendation is for the departments to submit curriculum revisions for these five AAS degrees during this curriculum cycle to bring them into compliance with the Curriculum Manual, rather than revising the policy to accommodate these programs. This will involve removing courses from the Foundation section into the program requirements. Chair Bickham will review with both departments the necessary updates to be submitted into CIM.

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 2025-2026.

- B. Chair Bickham 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. A brief training of the new CIM dashboard was presented by Lisa Bessette (a link to this training can be found on the Curriculum website) and Chair Bickham reviewed the steps to submitting and reviewing proposals in both the course management and program management systems.

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 from when CIM was implemented (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes, etc.). Please refer to the list that was emailed with the agenda for this meeting. The highlighted courses indicate those that haven't been offered since before 2020 or have never been offered and could potentially be inactivated. If your department has completed clean-ups for all 100- and 200-level courses, please continue with the clean-up of 300-level courses.
- B. New committee members were asked to volunteer for a proposal review category based on the list of responsibility guidelines distributed by Chair Bickham. Please refer to the attached list, beginning on page 4, for a complete overview of roles and responsibilities.

Justin Gollob moved to adjourn and with no objections from the committee, Chair Bickham adjourned the meeting at 4:28 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.	
This category needs two reviewers.	
Name 1	Lisa Driskell
Name 2	Scott Kessler

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 <i>or permission of instructor</i> 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	Kyle McQuade
Name 2	DJ Rew

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 two reviewers.	
Name 1	Joe Richards
Name 2	Nate Bachman

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	Evan Curtis
Name 2	Justin Gollob

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	Cecilia Battauz
Name 2	Andrew Bajorek

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.	
This category needs one reviewer.	
Name 1	Scott Andrews