Undergraduate Curriculum Committee
Meeting Minutes
October 22, 2026
UC 221, 3:30-5:00

Members Present: Blake Bickham, Kyle McQuade, Scott Kessler, Nate Bachman, Suzie Garner, Kyle Stone, Lynn Duncan, Brian Hosterman, Kathleen King, Margaret Knapp, Lisa Driskell, and Jun Watabe

Members Absent: Cecilia Battauz and Jason Roberson

Ex-officio members present: Chad Middleton, Mary Jo Stanley, Robert Cackler, Janel Davis, Carl Smith, and Tara Carleo

Recording Secretary: Lisa Bessette

Chair Bickham called the meeting to order at 3:30 pm.

I. Announcements

A. 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 3rd UCC meeting.

B. This year's focus is finishing CIM clean-up (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes) on all 100-200 level courses. If your department has completed the 100-200 level courses, please continue with clean-up of the 300-level courses.

C. An additional CIM proposal workshop will be held on November 2 in Library 212, from 3:30 to 5:00. This drop-in session will provide an opportunity to work on proposals and ask questions about CIM and the proposal submission process, with faculty and Registrar Office staff available to assist. The October 15 workshop was well attended, so this second session is being offered before CIM closes. Lisa Bessette will email committee representatives from all three curriculum committees and department heads to share the information.

II. Old Business

A. Chair Bickham briefly discussed updates he has been working on for the Curriculum Polices and Procedures Manual. He has identified many areas in which current committee practices do not align with the manual, as well as new processes that are not included, such as the new program pitch process. Further discussions with Academic Affairs will be needed to address some of these updates before they can be brought to the committee for a vote.

III. Ex-Officio Reports

A. Assistant Vice President for Faculty Success
   i. Dr. Middleton reported that Academic Affairs has been working to establish a more clearly defined and streamlined role for the SLO Reviewer appointed by the Faculty Senate.
   ii. Dr. Middleton also reported on ongoing discussions at ADH meetings regarding opportunities to speed up university processes. Curriculum has been identified as an area for potential improvement on multiple occasions. Dr. Middleton asked that as the committee works to update the Curriculum Policies and Procedures manual, to consider ways to improve efficiency and streamline curriculum governance processes.
   iii. Dr. Middleton announced that three-year baccalaureate degrees are not currently permitted in the state of Colorado. Without a legislative change, three-year degrees are not an option for the university. Unfortunately, the new art program, which advanced through the initial pitch process as a three-year degree, will not move forward.

B. Registrar's Office
   i. Robert Cackler encouraged the committee to attend the CIM proposal workshop being held on November 2.
   ii. The Academic Policies committee is working on the charge that was given to them by Faculty Senate to finalize the policy of double-counting credits for essential learning and major requirements. The recommendation of the committee is to move forward with the policy of allowing up to 10 credit hours to double-count.

C. Financial Aid Associate Director
   i. No update.

D. Librarian
   i. No update.

E. Catalog Description Reviewer
   i. No update.

F. SLO Reviewer
   i. Tara Carleo reported that her and Romy are enjoying working with faculty to review department program and course SLOs.

G. Essential Learning Chair
   i. No update.

IV. Curriculum Proposals

A. Proposals begin on page 3.

V. Information Items

A. None.

VI. New Business

A. The Business Department committee representative, Kyle Stone, requested further discussion of the SLO Reviewer role, citing concerns about bottlenecks and delays in proposal processing. Tara Carleo asked Kyle to clarify the faculty perspective and agreed that the process can be challenging and slow. She explained that she and Romy Hughes are working to streamline it, with Romy handling most proposal reviews in CIM and Tara focusing on governance alignment, outreach, and hands-on faculty support. Establishing a shared SLO Reviewer email address has required coordination and technical support that have been challenging to secure. Tara and Romy will continue pursuing this option, supported by Kyle's suggestions, to streamline communication. Committees will be notified once it is available.

Driskell moved to adjourn and with no objections from the committee, Chair Bickham adjourned the meeting at 4:05 pm.

UCC Proposals
October 22, 2026

Effective Term - Summer 2027			Courses
The following is a summary: Additional information can be found on the individual curriculum proposals.			
Title	**Credits**	**Committee Action**	**Motion | Second**
ARTA 323: Character Design and Story Concepts	**3**	**Course Modification - Approved**	**McQuade | Hosterman**
UCC Discussion: 1) Removed ARTA 225 as prerequisite because ARTA 225 is not necessary to succeed in ARTA 323, as they build upon different skill sets. For example, a Graphic Design or Painting major could take ARTA 323 (an illustration course) without having to worry about taking ARTA 225 (an animation course).2) Replacing ARTA 225 with ARTE 104 and ARTS 151 will allow students to take ARTA 323 and ARTA 225 at the same time without requiring overrides, since they're both offered in the Spring semester. It also aligns with ARTA 430 and ARTA 428 prerequisites. These prerequisites are in the Art department's foundations, so any art major can take ARTA 323 without needing an override.			
Change Item Description		**Old**	**New**
Prerequisites:		ARTA 225	ARTE 104 and ARTS 151
ARTA 428: Concept and Environment Art	**3**	**Course Modification - Approved**	**McQuade | Hosterman**
UCC Discussion: Remove ARTA 323 as prerequisite, and add ARTE 104 and ARTS 151. ARTA 428 is an elective offered every other Fall semester. Changing the prereqs align it more closely with it's alternating elective, ARTA 430, and will ensure that students are able to take both before they graduate. ARTA 323 is a Spring course, so if students don't get into it until Junior or Senior year, they miss out on being able to take both ARTA 430 and ARTA 428, or the instructor has to create many overrides.			
Change Item Description		**Old**	**New**
Prerequisites:		ARTA 323	ARTE 104 and ARTS 151
ARTA 430: Creature Design	**3**	**Course Modification - Approved**	**McQuade | Hosterman**
UCC Discussion: Remove ARTA 123 as prerequisite, and add ARTE 104 and ARTS 151. ARTA 430 is an elective offered every other Fall semester. Changing the prereqs align it more closely with it's alternating elective, ARTA 428, and will ensure that students are able to take both before they graduate. ARTA 123 is not necessary for students to be successful in ARTA 430. ARTA 123 is program specific to AFPMD, removing it allows any student from the Art and Design department to take this course, since the preprequisites are also part of the Art department's foundations.			

Change Item Description	Old	New
Prerequisites:	ARTE 104, ARTS 151, and ARTA 123	ARTE 104 and ARTS 151

ARTG 120: UX Design I	**3**	**Course Modification - Approved**	**McQuade | Hosterman**

UCC Discussion: The course description, topical outline, and student learning outcomes are being updated to more clearly identify web design as an application of User Experience design. These revisions clarify existing course content related to screen based design, interface development, prototyping, and digital user experiences without changing the fundamental scope or level of the course.

Change Item Description	Old	New
Course description for the catalog:	Introduction to techniques and best practices in User Experience for screens using contemporary software.	Introduction to techniques and best practices in user experience and web design for screens using contemporary software.

ARTG 290: UX Design II	**3**	**Course Modification - Approved**	**McQuade | Hosterman**

UCC Discussion: The course description, topical outline, and student learning outcomes are being updated to more clearly reflect the existing emphasis on website development and User Experience design. Revisions clarify expectations for responsive web design, website publishing, and professional portfolio development while maintaining the established scope and level of the course.

Change Item Description	Old	New
Course description for the catalog:	Development of websites, with focus on the end user by applying tested UX design.	Development and publication of websites, with focus on the end user by applying tested UX design and contemporary web design practices.

ARTG 406: UX Design IV	**3**	**Course Modification - Approved**	**McQuade | Hosterman**

UCC Discussion: The course description, topical outline, and student learning outcomes are being updated to more clearly reflect the existing emphasis on advanced web design, client based work, website publication, and professional practice within user experience. Revisions clarify expectations for responsive web design, usability testing, client website development, and completion of a professional portfolio website while maintaining the established scope and level of the course.

Change Item Description	Old	New

Course description for the catalog:	Self-directed projects in User Experience design, which will explore advanced methods and techniques.	Self-directed projects in user experience, emphasizing advanced web design, client based work, website publication, and professional portfolio development.

CISB 211: Introduction to Cybersecurity	**3**	**Course Modification - Approved**	**Garner | Stone**

UCC Discussion: 1.) The course SLOs are being updated to better reflect current cybersecurity practices, industry standards, and the skills students need to analyze and address cybersecurity threats and risks. The revised outcomes consolidate overlapping content and use measurable, single-action verbs. The revised matrix also strengthens alignment with CMU's baccalaureate Institutional Student Learning Outcomes (ISLOs), including Specialized Knowledge/Applied Learning, Quantitative Fluency, Communication Fluency, Critical Thinking, Personal and Social Responsibility, and Information Literacy. Assessment metrics identify the specific CISB 211 assessment context and use the same primary action verb as the corresponding course SLO. 2.) Course descriptions are being updated to reflect current practices and to make them durable to change in the future.

Change Item Description	**Old**	**New**
Course description for the catalog:	Introduction to cybersecurity in a business environment. Topics include policy and governance, frameworks, risk and asset management, data loss prevention, access control management, and cybersecurity incident response.	Introduction to cybersecurity in a business environment.

CSCI 104: Intro to Computer Hardware	**1**	**Course Inactivation - Approved**	**Hosterman | Kessler**

UCC Discussion: The course has not been offered for about a decade. Faculty decided that the course might be a better fit for CMU Tech.

Change Item Description	**Old**	**New**
Delete Proposal: No differences to report		

FLAS 421: Hispanic Poetry	**3**	**Course Inactivation - Approved**	**Hosterman | Knapp**
UCC Discussion: This course has not been offered since Fall 2016. It was replaced by FLAS 424 around Fall 2017. We do not anticipate teaching this course again in the foreseeable future.			
Change Item Description		**Old**	**New**
Delete Proposal: No differences to report			

UNIV 105: Competency Portfolio Development	**1**	**Course Inactivation - Approved**	**Driskell | Garner**
UCC Discussion: This course has never had any enrollment and is being proposed for deletion.			
Change Item Description		**Old**	**New**
Delete Proposal: No differences to report			