

Undergraduate Curriculum Committee
Meeting Minutes
April 22, 2021
via Zoom

Members Present: Eric Elliot, Geoffrey Gurka, Dan Schultz-Ela, Sarah Lanci, Sloane Milstein, Sean Flanigan, Brian Hosterman, John Seebach, Nick Bardo, Michael Legate (for Matthew Schlieff), Elaine Venter

Members Absent: Denise McKenney, Amanda Gauthier, Wayne Smith

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Amber D’Ambrosio, Holly Teal, Janel Davis, Curt Martin, Johanna Varner

Recording Secretary: Aaron Osborne

Chair Elliot called the meeting to order at 3:31.

I. Announcements

- A. Chair Elliott thanked all the committee members for their work this year.
- B. If you have a new committee member taking your place or if you were reappointed, please let Chair Elliott know so he can update the member list as needed.

II. Ex-Officio Reports

- A. Assistant Vice President of Academic Affairs for Assessment and Accreditation
AVPAA Bridge thanked the Curriculum Committee for their work this year. Curriculum is central to the role of the Institution. With the new software all the information from CIM feeds into scheduling and the catalog which makes the work of the Curriculum Committee even more important since Curriculum Committee is the beginning of all those processes.
- B. Registrar’s Office
Assistant Registrar Bodyfelt stated that the Registrar’s Office is working on moving the approved courses into the schedule. If you had a course approved in February or before and the course is not showing, please contact her and she will work to get it into the system. Registrar Teal thanked the Curriculum Committee for its work, stating that it takes a village to work through the process and she appreciates all the work completed.
- C. Financial Aid
Deputy Director of Financial Aid Martin shared the workflow for certificate approvals which he is currently working through. He is also compiling a comprehensive list of all certificates offered.
- D. Library
Librarian D’Ambrosio thanked the Committee for getting notices and proposals to her early which allowed the Library to more efficiently address the work to be completed.

E. Catalog Description Reviewer
No updates.

F. Essential Learning
No updates.

III. Curriculum Proposals - No proposals were entertained.

IV. Old Business

- A. The election of Chair and Vice-Chair for 2021-2022 occurred. Lanci moved and Bardo seconded the nomination of Eric Elliott for Curriculum Committee Chair. The vote passed unanimously. Congratulations to Chair Elliott. The election of Vice-Chair occurred with Gurka moving Denise McKenney be nominated as Vice Chair for the upcoming year with Lanci seconding the motion. The vote passed unanimously. Congratulations to Vice-Chair McKenney.
- B. Chair Elliott led a discussion on PTO requirements. In order to claim this status, the program must align with an accrediting body or professional organization. It was suggested that including the designation in the fall training could be helpful.
- C. A discussion around an addition to the information listed in the Institutional Degree Requirements in CIM for minors and certificates occurred. The goal is to provide transparency to students so the student is aware of all program requirements, with no prerequisites hidden to the student. A footnote will be added to all new minors and certificates going forward to more fully disclose any prerequisite not listed as a degree requirement. The statement in the Institutional Requirements would be helpful until all minors and certificates already approved have gone back through curriculum and the footnote is added. Lanci moved to add the hidden prerequisite statement to the Institutional Degree Requirements. Gurka seconded and the motion passed unanimously. This statement is not meant to endorse the use of hidden prerequisites. The Curriculum Committee will continue to “unhide” prerequisites as new minors and certificates are added or as previously approved minors and certificates are revised.
- D. Chair Elliott asked for ideas to include in the Fall Curriculum Committee Training for new faculty and new committee members. The following ideas were presented and discussed: a checklist or frequently asked questions list; a double check for prerequisites and corequisites; availability of a Word document of the CIM form that can be prepared before entering information into CIM; a walk-through of both CIM and the available resources during the first fall meeting; sharing of the checklist used by the Registrar’s Office when reviewing proposals; a video in addition to the power point slides that are currently available; focus on the program requirements and the course sequencing process in CIM; and clarification of the language on the corequisite pop up box.

- E. The proposed Meeting Dates for 2021-2022 were shared: August 26, September 23, October 28, November 18, December 9, January 27, February 24, March 17 (may change due to spring break), April 28

V. Information Items

Adjournment:

With no objections from the committee, Chair Elliott adjourned the meeting at 4:02pm.

Respectfully submitted by Aaron Osborne, April 23, 2021.