

Undergraduate Curriculum Committee
Meeting Minutes
September 22, 2022
DH 203

Members Present: Denise McKenney, Olga Grisak, Tracii Friedman, Sarah Lanci, Sloane Milstein, Elaine Venter, Scott Andrews, Brian Hosterman, Kristina Pagel, Nick Bardo, Evan Curtis, Andrew Bajorek

Members Absent: Geoffrey Gurka, Wayne Smith

Ex-officio members present: Maggie Bodyfelt, Morgan Bridge, Amber D'Ambrosio

Recording Secretary: Aaron Osborne, Caitlin Cuevas

Chair Lanci called the meeting to order at 3:31

I. Announcements

- A. CIM closes February 6, 2023.

II. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. AVPAA Bridge reported that Courseleaf has SLO reporting capabilities that will allow curriculum mapping. The work faculty are doing as course and program SLOs are entered into CIM will allow both departments and the institution to more easily pull that information.
- B. Registrar's Office
 - i. Nothing to report
- C. Financial Aid Deputy Director Martin
 - i. Not Available
- D. Librarian D'Ambrosio
 - i. If new programs/new proposals are underway, please send the information to the Library as soon as possible so the Librarians can begin their review. This information can be sent to the Librarians before it reaches their step in the workflow.
- E. Catalog Description Reviewer Varner
 - i. Nothing to report
- F. Essential Learning
 - i. Nothing to report

III. Old Business

A. Nothing to report

IV. Information Items

- A. CIM SLO/Course Outline Work Time - To familiarize the committee with CIM, the committee members worked in CIM on a course from their department for the remainder of the meeting. It was determined that this fall the request would be that departments focus on adding topical course outlines and SLOs to courses that had not yet been changed in CIM. The work should begin with 100/200 level courses, and specifically Essential Learning courses. Vice-Chair McKenney walked the Committee through changing BIOL 101 and then the committee members each worked through a CIM entry of their own. Committee members were asked to go back to their departments and begin the process of adding SLOs and topical course outlines to CIM, beginning with 100/200 level courses. AVPAA Bridge reminded Committee members that if the Essential Learning course is changed significantly through this review process, the course may need to be submitted for reapproval for GT Pathways.
- B. The Registrar's Office reminded the Committee that inactivated courses can be reactivated and if a course is not anticipated to be taught in the next couple of years, in order to keep the catalog clean, the course should be deactivated, or archived if no longer needed.

VI. New Business

- A. There was no new business.

With no objections from the committee, Chair Lanci adjourned the meeting at 4:35.

Respectfully submitted by Aaron Osborne, September 23, 2022