

**Undergraduate Curriculum Committee
Meeting Minutes
August 31, 2023
EH 128**

Members Present: Sarah Lanci, Scott Andrews, Evan Curtis, Stephen Stern, Geoff Gurka, Lisa Driskell, Olga Grisak, Sloane Milstein, Cecilia Battauz, Amy Maurer, Jessica Herrick, and Nick Bardo for Blake Bickham

Members Absent: Wayne Smith, Andrew Bajorek

Ex-officio members present: Barbara Borst for Amber D’Ambrosio, Maggie Bodyfelt, Robert Cackler, Janel Davis, Johanna Varner, Curt Martin, John Stewart, Morgan Bridge

Guests Present: None

Recording Secretary: Morgan Bridge for Lisa Bessette

Chair Lanci called the meeting to order at 3:30pm

I. Announcements

- A. New members and continuing members were introduced.
- B. CIM is now open. Chair Lanci reminded the Committee of the Fall deadlines with all curriculum proposals due December 22, 2023 for inclusion in this year’s Catalog. She also discussed that Departmental Reps play an important role in the first step of curriculum proposals. If the proposal is not correct when submitted, Department Reps need to feel free to roll back the proposals and work with the faculty to make any needed changes.

II. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. AVPAA Bridge shared she is looking forward to a great year of Curriculum.
- B. Registrar’s Office
 - i. The Registrar’s Office shared that DegreeWorks updates are underway and should soon be completed. If anyone has questions, please contact Maggie Bodyfelt.
- C. Financial Aid Deputy Director Martin
 - i. Director Martin reminded all that John Stewart is his replacement on the Committee. He also reminded Committee Members that the financial aid form needs to be completed for new programs and new certificates. New certificates must be approved by the DOE. The financial aid form is on the Curriculum Committee website.

D. Librarian Borst

- i. Please send any new courses/programs to the Library as soon as possible. The proposal does not need to be in CIM before sending to the Library. It takes the Library a significant amount of time to conduct the reviews so having the information early helps to facilitate the process.

E. Catalog Description Reviewer Varner

- i. Please send any description changes ahead of putting the courses into CIM. Reviewer Varner can then review, get back to the faculty if changes are needed, and facilitate the approval process in CIM.

F. Essential Learning

- i. Nothing to report.

III. Old Business

- A. The handout defining the differences between course levels was discussed as an addition to the Curriculum Manual. The addition of the Bloom's Taxonomy information assists in clarifying course differences with an attempt to also provide the needed flexibility for all courses. After discussion and proposed changes, Gurka moved and Bardo seconded to approve. Motion passed.

IV. Curriculum Proposals

- A. **No proposals.**

V. Information Items

- A. Chair Lanci shared that Aaron's replacement, Lisa Bessette, will be joining the Committee beginning with the September meeting.
- B. Committee Members can access CIM through the system-generated email they will receive or by bookmarking and clicking on the URL for the approval page for Committee Members. The URL to access CIM is the following:
nextcatalog.coloradomesa.edu/courseleaf/approve

VI. New Business

- A. Chair Lanci reminded Committee Members that course clean-up (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes) on all 100-200 level courses needs to occur this fall and hopefully be completed.
- B. She also reminded Committee Members that clean-up (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes) on 300-400 level courses needs to begin.
- C. Chair Lanci walked the Committee through the CIM form and highlighted best practices in using the form.

D. Committee Assignments were discussed and volunteers were solicited. While everyone should read all proposals, see the attached form for primary areas of responsibility for this coming year.

With no objections from the committee, Chair Lanci adjourned the meeting at 4:10pm.

