



**CMU Tech Curriculum Committee
Meeting Minutes
September 12, 2023
CMU Tech Building B Room 150**

Members Present: Wayne Smith, Jason Roberson, Karrie Stanfill, Stephanie Stelljes, Andrew Scott

Members Absent: Carolyn Ferreira-Lillo

Ex-Officio Members: Janel Davis, Maggie Bodyfelt, Christi Hein, Tracie Seurer, John Stewart, Lisa Bessette, Morgan Bridge

Recording Secretary: Morgan Bridge for Carrie Moore

Chair Smith called the meeting to order at 3:34PM

I. Announcements

- A. Chair Smith asked everyone to introduce themselves and welcomed the new members.
- B. Chair Smith reminded all that CIM closes December 22 for all proposals. If a course needs to be changed for Spring Registration, that course should be in workflow by November.

II. Unfinished Business

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

III. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. All were thanked for serving on the Committee and all the work that will occur.
- B. Registrar's Office
 - i. The Committee was thanked for getting proposals in earlier this year which will allow the Registrar's Office to have courses/programs ready for students.
- C. Financial Aid John Stewart
 - i. Please fill out the Financial Aid form, particularly for new certificates.
- D. Librarian Seurer
 - i. There is approximately \$7800 for library resources this year so please let the Library know if you have items you need.

- E. Catalog Description Reviewer Varner
 - i. Chair Smith asked all to get any course description changes into Reviewer Varner as early as possible.

II. Curriculum Proposals
There were no proposals.

III. Information Items

- A. Aaron’s replacement, Lisa Bessette, was introduced and welcomed.

IV. New Business

- A. Course clean-up needs to occur this fall for all 100-200 level courses. Dr. Hein has a finalized spreadsheet she will be sending out to assist faculty in knowing which courses need to be addressed. Topics and internships do not need to be included. Courses no longer in use should be reviewed and possibly inactivated.
- B. Committee Member responsibilities were discussed. Chair Smith handed out a sheet to assist Committee Members with their reviewing tasks.
- C. Chair Smith proposed making two changes on term limits so that two faculty rotate off each year. Discussion followed and all agreed. (See chart below) Chair Smith will work with Faculty Senate to get the changes posted on the website. Program groupings were discussed, and Chair Smith will send out a final version.

Name	Reps	End Date	Suggested
Wayne Smith, chair	Group A	Spring 2025	
Carolyn Ferreira-Lillo	Group B	Spring 2024	2026
Jason Roberson	Group C	Spring 2025	2024
Karrie Stanfill	Group D	Spring 2025	
Stephanie Stelljes	At Large	Spring 2024	
TBA	At Large	Spring 2026	

Stelljes motioned and Roberson seconded to adjourn the meeting. With no objections from the committee, Chair Smith adjourned the meeting at 4:05pm.

Respectfully submitted by Carrie Moore, September 12, 2023.