

**Graduate Curriculum Committee
Meeting Minutes
November 4, 2020
via Zoom**

Members Present: Amanda Benzin, Scott Bevill, Cynthia Chovich, Kyle Stone, Alli Powell, Eric Watters, Amanda Lavelle, Erin Donovan, Phillip Gustafson

Members Absent: Joshua Butler, James Perez, Jun Watabe, Chris Dieni

Ex-officio members present: Maggie Bodyfelt, Barbara Borst, Janel Davis, Morgan Bridge, Holly Teal

Guests:

Recording Secretary: Aaron Osborne

Chair Bevill called the meeting to order at 4:00pm.

I. Announcements

- a. There were none

II. Unfinished Business

- a. The Reserved Course Numbering Course Descriptions were presented and discussed. X93 Culminating Experiences and X98 Thesis/Dissertation were discussed in detail. The course description for X93 Culminating Experiences is meant to provide a reserved course number for all graduate program culminating experiences that do not fit the Thesis/Dissertation description. It was suggested that wording further clarifying these two reserved course numbers as the appropriate courses for the graduate program culminating experience be added to the graduate manual. After much discussion and revision, X93 Culminating Experiences and X98 Thesis/Dissertations were approved. Chovich moved and Stone seconded. Gustafson moved and Stone seconded approval of the descriptions as amended. Motion carried.
- b. The suggested revisions to the other Curriculum Manual changes by UCC were further discussed. The four substantive changes, one being the reserved course numbering descriptions, were discussed with no suggested changes to the major revisions. Once UCC approves the Curriculum Manual changes, GCC will see the finalized document for final approval. Stone moved and Chovich seconded approval of suggested revisions. Motion carried.

III. Curriculum Proposals - There were no proposals to entertain.

IV. New Business

There was none.

V. Information Items

These items were discussed under unfinished business as the Curriculum Manual changes were discussed.

- a. Faculty must submit curriculum proposals into workflow at least 5 weeks before the GCC meeting where the proposal is to be voted upon in order to allow time for the proposal to move through workflow.
- b. When submitting curriculum proposals, all impacted course/program changes must also be submitted. Proposals will sit at GCC Exec until all proposals and impacted proposals reach that step.
- c. AVPAA Bridge asked the committee to remind faculty that while it is advised that with any new course/program proposals, the faculty share that information with the workflow offices as soon as possible, approval from those offices is not needed to begin workflow.

Adjournment:

With no objections from the committee, Chair Bevill adjourned the meeting at 5:09pm.

Respectfully submitted by Aaron Osborne, November 5th, 2020.