

**Graduate Curriculum Committee
Meeting Minutes
October 5, 2022
EH 128**

Members Present: Eric Elliott (for Josh Butler), Cynthia Chovich, Philip Gustafson, Catherine Whiting, Alli Powell, Erin Donovan, James Perez, Jonathan Hinkle, Scott Kessler, Eric Watters, Kyle Stone, Megan Sherbenou

Members Absent: Mo LaMee

Ex-officio members present: Janel Davis, Maggie Bodyfelt, Morgan Bridge, Barb Borst, Curt Martin

Recording Secretary: Aaron Osborne

Chair Chovich called the meeting to order at 4:00pm

I. Announcements

- A. Committee members introduced themselves and new members were welcomed to the Committee.

II. Unfinished Business

- A. Since the Vice-Chair, Amanda Benzin, has left CMU, Chair Chovich asked for nominations to fill this now vacant position. She also stated that Eric Watters had expressed interest in the position. With no other nominations for the position, Eric Elliot motioned and Alli Powell seconded to nominate Eric Watters to serve as Vice-chair. The unanimous vote elected Eric Watters as the Vice-Chair of the Graduate Curriculum Committee.

III. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. The Committee was thanked for their work in advance in the continuing process of keeping programs current and relevant through thoughtful curriculum review.
- B. Registrar's Office
 - i. For courses to appear in the spring schedule for Fall 2023 registration, courses need to be through GCC by the December meeting. Courses can still be approved through the February meeting but may not be available for student registration until middle of summer.
- C. Financial Aid Deputy Director Martin
 - i. Graduate Certificates, as well as all programs, have increased reporting requirements. The Financial Aid checklist is important in helping to fulfill those requirements.

- D. Librarian Borst
 - 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 CIM workflow and/or before the information is entered in CIM.
- E. Catalog Description Reviewer Varner
 - i. Nothing to report

IV. Curriculum Proposals

- A. No Curriculum proposals in queue for review

V. Informational Items

- A. Chair Chovich reminded the Committee of Important Dates and Deadlines for Academic Year 2022-2023. Proposals must be to Executive Committee, which meets two weeks prior to the GCC Meeting, to be on the GCC agenda.
- B. GCC Responsibility Guidelines were discussed. Chair Chovich reminded the Committee that their careful review is a very important step in the review process.
- C. Chair Chovich reminded the Committee that all curriculum program proposals must also have any affected program and/or course proposals submitted before Executive Committee will review the initial proposal.
- D. The Committee was reminded that for course changes to appear for Fall 23 registration, the curriculum proposal must be through GCC no later than the December 2022 meeting. Courses will still be approved through the February meeting but may not be available for student registration until mid-summer.
- E. The approval timeline was discussed and the need for the December deadline reviewed. Once a curriculum proposal is approved at GCC, the proposal must then be approved at Faculty Senate.
- F. Chair Chovich announced that Faculty Senate has agreed to receive GCC minutes via email and vote on minute approvals at the following Faculty Senate meeting.
- G. Chair Chovich provided a Graduate Curriculum overview noting that additional information is on the Website. CIM was also discussed.

VI. New Business

- A. Chair Chovich asked that all departments begin reviewing and updating Student Learning Outcomes (SLOs), and Topical Course Outlines for all graduate courses in their programs. The goal is that all course/program information will be into CIM within the next two years.
- B. Chair Chovich asked Committee Representatives for any upcoming changes. Business is working on a new Business Analytics concentration as well as a possible collaboration with University of Northern Colorado on a Healthcare Administration track. Health Sciences may be revisiting the DNP. They may also have a number of course and program changes due to changes required by their accrediting body.
- C. In looking at committee member terms, Chair Chovich noted that next year and in year 2025 five committee members go off the committee with only three going off in 2024. She asked if the committee would agree to reduce the Art & Design committee member's term by one year to even out the number of terms expiring each year over the next three years. The Department Chair for Art & Design was amenable to the reduction in term length. Eric Watters motioned and Alli Powell seconded the motion

to reduce the term limit on the Art & Design Committee Member by one year, making that term expire in 2024 instead of 2025. The vote passed unanimously.

Adjournment:

With no objections from the committee, Chair Chovich adjourned the meeting at 4:30pm. Respectfully submitted by Aaron Osborne, October 6, 2022.