

**Graduate Curriculum Committee  
Meeting Minutes  
September 6, 2023  
Library 331**

**Members Present:** Cynthia Chovich, Eric Watters, KyoungHwa Oh, Erik Packard, Sherine Antoun, Bridget Marshall, Cassidy Herringer, Catherine Whiting, Jonathan Hinkle, Megan Sherbenou, Dongjun Rew

**Members Absent:** Mo LaMee, Colin Carman

**Ex-officio members present:** Robert Cackler, Janel Davis, Maggie Bodyfelt, Barb Borst, John Stewart, Morgan Bridge

**Guests present:** Carlos Baldo

**Recording Secretary:** Morgan Bridge for Lisa Bessette

Chair Chovich called the meeting to order at 4:01pm

**I. Announcements**

- A. Chair Chovich asked the Committee members to introduce themselves and welcomed the new members. She also discussed member term limits. To avoid several Committee Members leaving the Committee in any one year, term limits were adjusted. Discussion followed and the adjusted term limits were agreed upon. Chair Chovich will work with Faculty Senate to make the needed adjustments.
- B. Chair Chovich reminded the Committee of the December 22 close date for all proposals for this year.

**II. Unfinished Business**

- A. Adding a brief description of the differences in course levels, to include Bloom's Taxonomy, to the Curriculum Manual was discussed. Chair Chovich reported that UCC approved the changes at their meeting last week. CMU Tech will be voting on the changes next week. Marshall moved with a second by Watters to approve the additions to the Manual. Discussion ensued. The motion carried.

**III. Ex-Officio Reports**

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
  - i. AVPAA Bridge thanked all for their willingness to serve this year.
- B. Registrar's Office
  - i. Nothing
- C. Financial Aid Deputy Director Martin
  - i. Committee Members were asked to fill out the Financial Aid Form and email to Associate Director Stewart. The information is particularly important for any certificates.
- D. Librarian Borst

- i. Librarian Borst asked that if the Committee Members have any new courses or programs to get those to the Library as soon as possible so the Library can begin their review. Information needed by the Library is the course description, the topical course outline and the SLOs. The information does not need to be in CIM before sending to the Library. The sooner the Library knows of the new courses/programs, the sooner they can begin their assessment.
- E. Catalog Description Reviewer Varner
  - i. AVPAA Bridge stated the Reviewer Varner had asked that Committee Members have their course descriptions to Reviewer Varner as soon as possible. Again, the information does not need to be in CIM before the course description is sent.

#### **IV. Curriculum Proposals**

- A. **There were no proposals.**

#### **V. Informational Items**

- A. Aaron's replacement, Lisa Bessette, was introduced and welcomed by Chair Chovich. We are excited to have her in this role.
- B. Chair Chovich informed the Committee that UCC and CMU Tech is asking that all 100-200 level course clean-up (topical course outline, SLOs, engagement minutes, and semester offered) be finished this fall. UCC is also asking that the clean up on 300-400 level courses begin.
- C. Chair Chovich asked that all Graduate Courses currently being taught begin their clean-up this fall to add in the topical course outline, SLOs, semester offered and engagement minutes.
- D. Chair Chovich and AVPAA Bridge walked the Committee through CIM to assist new Committee Members in accessing and using the system to submit curriculum proposals.
- E. Chair Chovich presented the Committee Member Responsibility form and asked each Committee Member where they would prefer to serve this year. All tasks and Committee Members were assigned, with the assignment sheet to be sent out with the minutes.
- F. Chair Chovich asked the Committee for any curriculum changes from their departments for the year. Nursing and Business both reported on changes that are under discussion in their departments.
- G. It was asked if the meetings could begin a few minutes after 4pm to accommodate teaching schedules. The next meeting will begin at 4:10 to allow all committee members to be present.

#### **VI. New Business**

- A. Next meeting is October 4<sup>th</sup> at 4:10 pm in Library 331.

#### **Adjournment:**

With no objections from the committee, Chair Chovich adjourned the meeting at 4:56pm.