

Graduate Curriculum Committee Agenda

4:00 p.m., Wednesday, September 24, 2014
DH 312 – Gallegos Board Room

I. Welcome and Introductions

II. Announcements

A. Membership

B. GCC web page

C. All curriculum policy changes approved by Senate

III. Old Business

A.

IV. New Business

A. Set meeting dates –Sep 24, Nov 12 or Dec 10, Feb 25, Apr 8

From Curriculum Policies and Procedures Manual, Section I.F.1d:

“The Graduate Curriculum Committee normally shall meet at least twice each semester, normally in the middle of September to include consideration of proposals for courses that will appear in next J-term or spring class schedules, in early-December and mid-February to include consideration of proposals for programs and courses that will become effective in the following fall, and in early-April to include approval of the GCC annual report and to elect officers for the next academic year.”

B. New curriculum forms

C. Student research projects at the graduate level – types of projects and process for obtaining IRB approval.

D. Proposals – None received.

V. Adjournment

2014-15 GCC Membership

Department Name	Representative	Term Expires
Art	Alison Harris	2015
Biological Sciences	Paul Hampton	2017
Business	Don Carpenter	2016
Computer Science, Mathematics, and Statistics	Phil Kavanagh	2016
Health Sciences	Sandy Forrest	2017
Kinesiology	Kristin Heumann	2015
Languages, Literature, and Mass Communication	Kristen Hague	2015
Music	Darin Kamstra	2015
Physical and Environmental Sciences	Jared Workman	2015
Social and Behavioral Sciences	Jake Jones	2017
Teacher Education	Blake Bickham	2016
Theatre	Darin Kamstra	2015

Ex-Officio Members

Chair of the Graduate Advisory Committee	Steve Werman	
Director of Graduate Programs	Steve Werman	
Registrar (or designee)	Holly Teal	
Library Representative	Barbara Borst	
Student Representative	TBD	
VP of Academic Affairs (or designee)	Carol Futhey	
Catalog Description Reviewer	Regis Tucci	
Director of Financial Aid	Curt Martin	Pending
Academic Schedule Coordinator	Paula Nichols	Pending

Officers

Chair	Don Carpenter	
Vice Chair	Phil Kavanagh	
Secretary	Kristin Hague	

Graduate Curriculum Committee: Important Dates & Deadlines for Academic Year 2014-2015

Submit and discuss materials with Department Head and Department CC Rep and other affected departments.	Proposals for new/changed course catalog descriptions must be submitted to Course Description Evaluator. Proposals for new programs or courses must be submitted to Library CC Rep. Proposals for new programs must be submitted to Director of Financial Aid.										
	Curriculum proposals due by Noon to GCC Chair (submit by email to dcarpent@coloradomesa.edu)										
	Suggestions and corrections sent back to department curriculum rep and to department heads.										
	Departments resubmit revisions and corrections to GCC Chair (submitted by email to dcarpent@coloradomesa.edu).										
	GCC Chair adds proposals to agenda and distributes agenda and proposals.										
	Curriculum committee meets to discuss and act on proposals.										
	Minutes sent to Curriculum Committee for approval.										
	Curriculum Committee approves minutes. Minutes are sent to Faculty Senate										
	Faculty Senate receives minutes. (Faculty Senate approval is two weeks later.)										
	VP of Academic Affairs Acts on All Proposals										
President Acts on Substantive Changes											
Board of Trustees Acts on Substantive Changes											
Colorado Dept of Higher Education Acts on Substantive Changes.											
Curricular Changes Appear in 2015-2016 University Catalog.											
Dates and procedures vary with each department.	Thursday	Thursday	Thursday	Tuesday	Thursday	Wednesday	Tuesday	Wednesday	Thursday	Dates are set by appropriate authorities.	
	8/28/2014	9/4/2014	9/11/2014	9/16/2014	9/18/2014	9/24/2014	9/30/2014	10/1/2014	10/2/2014		
	10/16/2014	10/23/2014	10/30/2014	11/4/2014	11/6/2014	11/12/2014	11/18/2014	11/19/2014	11/20/2014		
	11/13/2014	11/20/2014	11/27/2014	12/2/2014	12/4/2014	12/10/2014	12/16/2014	12/17/2014	12/18/2014		
	1/29/2015	2/5/2015	2/12/2015	2/17/2015	2/19/2015	2/25/2015	3/3/2015	3/4/2015	3/5/2015		
					4/2/2014	4/8/2014	4/14/2014	4/15/2014	4/16/2014		
Fall 2015											
Fall 2016											

- Deadline to submit course proposals that will appear in J-Term/Spring class schedules. 9/4/2014
- Deadline to submit proposals to switch Applied Studies classes to Essential Learning categories. N/A
- Deadline to submit course changes that will appear in Summer/Fall class schedules. 2/5/2015
- Deadline to submit program and course additions and changes that will appear in 2015-2016 Catalog. 2/5/2015