

**College of Arts and Sciences  
Curriculum Committee  
Minutes #1 (August 27, 2024)**

**Members Present:** Fusun Akman, Sarah Boesdorfer, Robbie Graham, John Hooker, Alan Lessoff, Mohammed Mrani Alaoui, Carl Palmer, Shelby Putt, Sara O’Dowd, Rocio Rivadeneyra, Scott Seeman, Todd Stewart, Lisa Tranel.

**Members Absent:** None

Called to order at 1:00 pm

**1. Approval of Minutes #18 from April 16, 2024**

One change, proposal 24-138, selective should be elective. All previous members approved minutes; all new members abstained.

**2. Role of CAS Curriculum Committee – College Level Curriculum Committee**

- Proposals will be reviewed at curriculum forms; it is not the most user friendly. There may be a new forms system in the future.
- You can find the list of proposals in teams. Please sign up to review. You cannot review your own department. Newer committee members should sign up with more experienced committee members.
- Dates in the spreadsheet are consistent with when the chair signed off.
- You will need to allow pop up blockers for the curriculum forms website.
- Important items to check when reviewing the proposals: syllabus, accommodation statement, make sure expectations are accurate, and look for minor mistakes. It is important to meet the expectations of the Registrars Office.
- Proposals may have overlap between department, best to catch this to minimize confusion for students.
- Due to changes in UCC this committee is the last stop.
- Proposals do not have deadlines, but departments may have internal deadlines.
- New programs have a deadline of Nov 1. These must go to IBHE for state approval.
- We go in order that proposals are received. We will prioritize if needed.
- Programs cannot be approved until all associated courses are approved.

**3. Election of Chair and Secretary:**

- Chair – Akman nominates Todd Steward, seconded by Putt. Unanimous vote in support of the nomination.
- Secretary – Mohammed Mrani Alaoui self nominates, seconded by Fusun Akman. Unanimous vote in support of the nomination.

**4. Information from Todd Steward**

- It is best to complete the easier proposals to keep the list moving. Todd will check in at the beginning of each meeting to see which proposals are ready for review.

- When a proposal is reviewed, it will be assigned a category. The categories of approval are:
  1. Accept Approval – these continue through the process.
  2. Approval Pending – Todd will submit changes to department, he reviews proposal again after changes, and sends it on if accurate.
  3. Revise & Resubmit – Committee send back to the department for corrections. Department must resubmit when issues are fixed.
  4. Reject – These proposals have much bigger issues.
- Logistical and Consent Agendas – only discussed if the committee feels it is needed. These are on the agenda, but you do not need to sign-up for them.

#### 4. Sub-committee reports

25-001      ENG      446                      Assessment and Testing in Eng as a Second Lang

**Decision: Table**

**Changes Needed:** Mentions Reggie Net. Appears little was changed: Teacher license yes and counts towards teacher education. Rocio needs to get clarification.

25-002      ENG      443                      Cross-Cultural Issues in TESOL

**Decision: Table**

**Changes needed:** Mentions Reggie Net. Appears little was changed: Teacher license yes and counts towards teacher education. Rocio needs to get clarification.

25-003      ENG      444                      Theoretical Foundation in TESOL

**Decision: Table**

**Changes needed:** Mentions Reggie Net. Appears little was changed: Teacher license yes and counts towards teacher education. Rocio needs to get clarification.

#### 5. Continuing Business

Please refer to the Microsoft Teams site for the current proposal list.

#### 6. Unassigned Proposals

Please refer to the Microsoft Teams site for unassigned proposals and add your initials next to proposals you want to review.

Meeting adjourned at 1:52 p.m. The Committee will meet September 10, 2024 in STV 140.