

**Curriculum Committee**  
**October 12, 2023**  
**Minutes**

Present: Hideki Takei, Paul Ballard, Sayantani Mukherjee, Tim Sorey, Benjamin White, Lizzie Brown, Susan Merrill, Yoshiko Takahashi, Mike Harrod, Mike Gimlin, Kathryn Martell, Arturo Torres

Absent: CB faculty representative, CAH faculty representative, CAH faculty representative, student representative, CAH associate dean, CB associate dean, CEPS associate dean

Guest(s): None

Meeting was called to order at 3:11 p.m.

Agenda was approved as sent.

October 5, 2023, minutes were approved.

Chairs report/updates – There were no applications for the CAH faculty vacancies. There was an application for the CB faculty vacancy. Janet will reach out to this individual to let them know they may start attending meetings. Ben is trying to arrange a time for Katrina Whitley and Toni Burvee to come and speak with the committee about internships and liability. In addition to looking at the deadlines the committee will look at streamlining or changing how to change these deadlines. Some individuals reached out to Ben about having difficulty understanding the deadline table. Provost DenBeste will be talking with the committee about the new degree program pipeline on November 9th.

#### Policy/Procedure

Charge 4 – The committee reviewed this charge and brought forward recommendations that they had worked on. This section was revised last year and was held by the Provost Council for some clarifications. The Executive Committee made a change over the summer that satisfied Provost Council. The revised language will be up for review at the February UPAC meeting. The committee talked about proposed language around administration responsibility. It was suggested to run the current draft by the Executive Committee. Kathryn will talk to them about this draft.

The committee does need to start discussion about how to define program. It may be that the committee needs to look at multiple definitions based on specific issues rather than try and fit everything into one definition.

Tim provided information from NWCCU on their program definition. Program - A postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential.

Susan asked the committee about the emails that go out to originators and asked if she can attach the reviewer forms, rather than cutting and pasting the information into an email. The committee indicated it was fine to try out this process and see how it works.

Meeting was adjourned at 4:27 p.m.