Faculty Senate Curriculum Committee (FSCC)

Meeting Minutes

Date: October 2, 2025
Time: 3:00 PM – 5:00 PM
Location: Barge Hall / Zoom Hybrid Meeting

Attendance

Voting Members: Paul Ballard (Chair, CEPS - Sport & Movement Studies); Elizabeth Brown (Library); Lacy Ferrell (CAH - History); Dia Gary (CEPS - Education, Development, Teaching, and Learning); Mengyu Ma (COB - Accounting); Sayantani Mukherjee (COB - Management); Sarah Oppelt (COTS - Biology); Erika Pazian (Chair-Elect, CAH - Art and Design); Tim Sorey (Past Chair, COTS - Chemistry/Science & Math Education).

Non-Voting Members: Mike Gimlin (Program Manager - Registrar's Office); Kurt Kirstein (Office of the Provost - Provost Designee); Tennecia Dacass (Faculty Senate Executive Committee Liaison); Selena Castro (CEPS - Dean Designee); Ozden Bayazit (COB - Dean Designee); Mike Pease (COTS - Dean Designee); Rachel Kirk (CAH - Dean Designee); Gayle Young-Dohrman (Campus Solutions Team); Arturo Torres (Registrar).

Meeting Minutes

The Faculty Senate Curriculum Committee (FSCC) meeting was called to order at 3:08 PM by Chair Paul Ballard. A quorum was confirmed. Chair Ballard welcomed all members and acknowledged the ongoing commitment of the committee in maintaining the integrity and efficiency of Central Washington University's curriculum approval process.

The agenda was presented and approved without amendment. The minutes from the September 25, 2025 meeting were reviewed and approved as presented.

Curriculog Workflow and Procedural Updates

Chair Ballard provided an overview of the ongoing Curriculog workflow updates. Members discussed the need to ensure that proposal initiators use the most recent curriculum forms and verify catalog language accuracy prior to submission. Several members noted continued issues with incomplete attachments and outdated syllabi in submitted proposals. Mike Gimlin addressed how the Registrar's Office is coordinating with academic departments to streamline review timelines and reduce repetitive corrections between levels of approval.

Committee members agreed that departments would benefit from targeted refresher training on proposal routing and editing within Curriculog. Chair-Elect Erika Pazian offered to coordinate with the Registrar's Office to develop updated instructional guides for faculty submitters.

Review of Proposals

The committee reviewed multiple active proposals in Curriculog. Chair Ballard facilitated discussion on course modifications from various colleges. Each proposal was examined for compliance with catalog standards, alignment with college-level objectives, and accuracy of prerequisite listings. Proposals requiring minor corrections were conditionally approved pending updates from proposers. Major revisions were deferred for further clarification.

Registrar Program Manager Gimlin and Provost Designee Kurt Kirstein clarified procedural distinctions between proposals requiring full Senate review versus those eligible for administrative routing. The committee emphasized the need for consistent criteria to determine when proposals constitute substantive programmatic change.

Upcoming Curriculum Deadlines and Approvals

Chair Ballard reiterated that all changes must be submitted no later than 12:00 PM on the Monday preceding the scheduled approval meeting. He reminded members that proposals will not advance in the review process until all requested revisions have been completed and confirmed in Curriculog. The next approval meeting was scheduled for October 16, 2025. Members discussed coordinating college curriculum committee meetings with FSCC deadlines to maintain workflow continuity and minimize processing delays.

Reports and Announcements

Faculty Senate Executive Committee Liaison Tennecia Dacass provided an update from the Faculty Senate, highlighting discussions related to catalog consistency, the implementation of shared governance procedures, and the ongoing evaluation of curriculum documentation accessibility. Dean Designees from each college provided brief updates on internal departmental reviews currently underway.

Chair Ballard thanked all members for their diligence and collaboration. He reiterated his appreciation for the committee's work in maintaining high academic standards and supporting a transparent approval process across all colleges.

Hearing no further business, Chair Ballard adjourned the meeting at 4:56 PM.