

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**CAS Undergraduate Curriculum Council**  
**2018-2019**

**MEETING:** September 20, 2018 - 2:30 p.m., Scates 212

**PRESENT:** J. Braasch, P. Bridson, D. Burnette, G. Enck, V. Erlenbusch, A. Johnson, J. Jones, P. Krech, W. Madlock, L. Menson-Furr, V. Phan, K. Schultz, B. Taller, M. Thomann, C. Walsh, J. Watson, A. Windsor, L. Zhang

**ABSENT:** D. Laumann (proxy), S. Mishra, C. Phipps (proxy)

**PRESIDING:** D. Tollefsen; V. Tardugno, recording secretary

**VISITORS/PROXIES:** R. Marczynski, S. Potter

- I. Greetings/Welcome New Members
  - a. Round table introductions.
- II. Old Curriculum Process Reminders
  - a. Cover Sheet Review – One cover sheet for all proposals not each proposal. Be basic in summary and justification, give some background so that everyone can understand what you want to accomplish. There will be people in other departments and colleges that do not know your program. If your information is lengthy then put “see attached sheet” in the box and put the information on an attached word document. In this word document divide what you are proposing to do for this cycle; edits, program changes, course revisions and new courses. More information is better. EX: Our department requires X, we want to do or change X, we are doing this for X reason, and are justification/rationale is X. Example of questions you may receive: Is this a required course or an option? Has this been a special topics course? Why are you proposing now? Do you have an instructor for the course?
  - b. Course Revision – Track changes via Word are important. This helps us figure out if a course should be a course revision or a new course request. We still are entering changes into the Catalog manually. This is another reason the track changes are important. Track changes can be placed in the course revision box if you can fit it and the track changes show up.
  - c. New Course – Remember that you need a syllabus, the guidelines for syllabi are in the Curriculum Guidelines on the CAS UG Curriculum Forms website.
  - d. Program Changes – Mark it in the Cover Sheet and do Track changes from the Catalog via Word along with the justification.
  - e. New Concentration and New Minor Forms – Old 30-day form reformatted.
- III. *Curriculog* demonstration and pilot of new course form and course revision form.
  - a. Memphis.curriculog.com; username – University of Memphis Email address; password – pleaseletmein; signature pin number – 1234 or 2468. If you do not have access or if you have forgotten your password or signature pin number let Tori ([vcrynlds@memphis.edu](mailto:vcrynlds@memphis.edu) or 678-3051) know. You can change your password after logging in, but you cannot change your signature pin. You can look up your pin under “my settings”. The pin is taking place of signatures.
  - b. My Tasks tab will be your default screen, which shows what proposals are waiting for you to complete a step. My Proposals tab will show all the proposals that you have originated or launched.

- c. To start a new proposal form, click on the “+ New Proposal button”. Tori will send out an email with step-by-step instructions. We went through an Undergraduate Course Revision form and New Course form.
- IV. Academic Renewal Policy
  - a. UUC proposal. What is the CAS committee opinion? Nine are fine with this proposal. Four are not fine with this proposal.
  - b. We could possibly get students from other colleges if this is approved.
- V. Grade Appeal Change
  - a. Wants to change the wording of the policy from meeting to consult.
- VI. What does a C mean? C vs. C-?
  - a. There are 11 departments using C- as the minimum course grade for the student to pass a core course in the department.
  - b. Students must have a 2.0 GPA to graduate. So a C- in every course is prohibited.
- VII. New Business?
- VIII. Adjournment
  - a. Motion to adjourn – Dr. A. Windsor; Seconded by Dr. Sarah Potter