**MINUTES**

**COLLEGE OF ARTS AND SCIENCES**

**CAS Undergraduate Curriculum Council**

**2021-2022**

**MEETING**: September 16, 2021 - 2:30 p.m., UC Senate Chamber 261

**PRESENT**: P. Bridson, A. Connolly, L. Feldman, B. Graham, A. Johnson, J. Jones, W. Madlock, S. Mishra, F. Nogueira, R. Parish, V. Phan, C. Phipps, J. Sabel, H. Sable, R. Serino J. Wang J. Watson, L. Zhang

**ABSENT**: J. Bahoh, K. Schultz

**VISITORS/PROXIES:** D. Grynkiewicz for A. Windsor

**PRESIDING**: L. Menson-Furr; V. Tardugno, recording secretary

1. Welcome and Introduction of new Council members

* Dr. Ladrica Menson-Furr thanked everyone for their service on this important committee. She informed us that it is the committees charge to represent the departments and colleges as they work to offer students the best curricula possible.
* Dr. Ladrica Menson-Furr introduced herself as the new assistant dean in the College of Arts and Sciences. She has been the director of the AAAS program. She will be continuing in that role, as the program’s director, at least for the next academic year. If council members have any questions or concerns, please know that they may contact her at any time.
* She introduced Mrs. Victoria “Tori” Tardugno and Ashley Connolly.

1. Approval of the minutes from the 2021 Council meeting

* Dr. Catherine Phipps motioned to approve the minutes and Dr. Amanda Johnson seconded the motion.

1. Review of UGC’s charge

* The CAS UG Council Website was pulled up on the projector. The CAS UGC’s webpage link is here. ([Undergraduate Council in the College of Arts and Sciences - CAS - The University of Memphis](https://www.memphis.edu/cas/council-ug/index.php)) The council members will see our committee’s by-laws and charge. Dr. Menson-Furr and Tori review ed the council’s role and noted an additional role that was assumed in 2019, scholarships. Once the assigned list has been created it will be posted on the website. Participating in the review of several of the College’s undergraduate scholarships’ application reviews. These are spring semester assignments and will be led by Dr. Ron Serino.
* Approving or disapproving curriculum proposals in the areas listed below and forwarding those approved to the Dean of the College and upon the approval to the University Curriculum Council.
  + - Admission requirements within academic units
    - Curricula and programs, including courses, majors, minors, degrees, concentrations, certificate programs, and other academic programs
    - Undergraduate policy and procedures
  + Advising the Dean on matters related to undergraduate curriculum.
  + Acting as liaison between the University Undergraduate Council [**https://www.memphis.edu/uuc/bylaws/index.php**](https://www.memphis.edu/uuc/bylaws/index.php) and departments within the College.

1. Calendar/Schedule Review—See webpage.

Meetings times are **Thursdays | 2:30-4:00 p.m.**

* September 16, 2021(UC 261)
* October 21, 2021
* November 18, 2021
* December 16, 2021
* February 17, 2022\*
* March 17, 2022
* April 21, 2022

Please know that the committee’s review work takes place largely during the fall semester. The spring semester, we will meet as needed and to assist Dr. Serino with scholarship efforts. Please reserve all the meetings onto your calendar and asterisk the February 17th meeting for a scholarship coordination meeting (either zoom or in person).

1. Discussion/Vote on future meetings’ locations

* Dr. Menson-Furr and Tori are obligated to follow the University’s directives and the daily data as it applies to the second wave of the pandemic that are experiencing. However, we recognized that this committee proved to be just as efficient and successful when the first wave of the pandemic forced us to move our meetings zoom.
* Discussion question: “Is this committee in favor of continuing to meet in person in university spaces that allow for social distancing for the October and November meetings, or does this body wish to move the meetings to zoom?”
* The vote was held by a show of hands. There were 10 votes in favor of holding zoom meetings, 5 votes in favor of in person meetings and 4 votes in favor of hybrid meetings.
* The winning vote is for Zoom meeting. We will update this information on the website, and with an update calendar invitation.

1. Curriculog Review

* Tori Tardugno lead a review of Curriculog. It was a quick overview. If there are any questions, please contact Dr. Menson-Furr or Tori. Please note that new forms have been created and new contact information, has been added to the web page.
* The 4/6 Special Topics requests will be completed on one form now. Please make sure that the syllabus that is submitted with these requests have the difference between the 4/6 clearly stated.
* Some of the forms will start off with an import to make it easier for the user. Reminder that Code = Course Number when looking up a course to import. The help text is now a permanent feature in *italicized* font below the field. When filling out a revision form, please put the current catalog version of the course/program. There are 3 “fields” that have both   
  “Current” and “New” if the field is not changing put in the current information. After the form is launched put in the information that you wish for the course/program to look like. Please remember to approve the proposal as well as launching it.
* A suggestion was made that since the SSO is active that we not have the signature pin as well.

1. New Business
2. Wrap-Up/Revisit Deadlines

* I think we have addressed some of the “new business” as part of the agenda. Please note the new Curriculog forms and contacts. Also, know that this committee will continue to assist during the spring with scholarship application review processes. We will update and send the scholarship review assignments before the November or December meeting.

1. Adjourn