

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**CAS Undergraduate Curriculum Council**  
**2019-2020**

**MEETING:** September 19, 2019 - 2:30 p.m., Scates 212

**PRESENT:** J. Braasch, P. Bridson, D. Burnette, G. Enck, A. Johnson, P. Krech, J. Jones, D. Laumann (proxy), W. Madlock, R. Marczynski, L. Menson-Furr, S. Mishra, V. Phan, C. Phipps, K. Saghafi, B. Taller, M. Thomann, J. Watson, A. Windsor, L. Zhang

**ABSENT:** C. Walsh, K. Schultz

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

**VISITORS/PROXIES:**

I. Welcome

II. Approval of Minutes from February 2019

- a. Motion to Approve – Dr. A. Johnson; Seconded by Dr. M. Thomann; All in favor; none opposed

III. CAS Scholarship Committees

- a. Dr. Deborah Tollefsen has informed the council that the council will now review Scholarships. The Scholarship assignments have been emailed to the council. It is attached to the calendar meeting/invitation. It will be resent in a separate email to the council.
- b. She suggested that meetings could occur during normal council times, same day/time of the week. Robert Marczynski will provide a list of students that meet eligibility requirements. He is looking for the top 10 applicants in your ranking order. There is an online scholarship system.

IV. Curriculog Updates/ Reminders/ Agenda Function

- a. Please make sure that you are not choosing the test/training forms. Follow the instructions and if you need help let Tori know.
- b. We will be using the Agenda function within Curriculog for all of the departments separately.
- c. You can view/add comments on the proposals. You are not required to make a decision or vote within the system.
- d. Tori will still create the breakdown from previous years, as well.

V. General Education Update

- a. Dr. Thomas Nenon and Carol Danehower went to MTSU for a General Education meeting. There are a few institutions that are thinking about overhauling their General Education. MTSU's website for General Education revision can be sent out.
- b. THEC's lawyer informed everyone that they are not a governing institution. What they care about is if an institution is obeying the laws. The law being that, if a student receives an Associates degree from a Community College within our state that the General Education credits are accepted at a 4-year institution.
- c. Over fifty percent of the UofM enrollment come from Community Colleges.
- d. Dr. Nenon is not interested in overhauling the General Education curriculum at this time.
- e. The Provost and Dr. Carol Danehower have formed a General Education committee and have

appointed Dr. Deborah Tollefsen to chair that committee. Members of the committee will come from Humanities (English), Fine Arts, CCFA (public speaking), Social Sciences (History), Natural Sciences (MATH), as well as two individuals from departments that are not part of the General Education program, Colton Cochran, Carl Chando and Carol Danehower.

- f. Will work on how to accept proposals for General Education courses.
- g. Dr. Nenon has put restrictions for new General Education. He is not interested in growing the General Education program. If you have 2 or more courses in General Education and want a new General Education course, your department will have to remove a General Education course currently in existence. None of the current General Education courses will be booted.
- h. Departments have to review your current General Education courses and let the General Education committee know why these courses are still meet the outcomes.
- i. SACS only require 30 credit hours of General Education. We have 41 credit hours for General Education.
- j. Dr. Peter Brand asked if a College/School/Department can restrict which General Education courses are included in their program. Dr. Tollefsen said no they cannot. They can advise their students to take certain General Education courses due to prerequisites and such. This can create an issue with students not being funded for the General Education classes they take that don't count towards their major, but that is an advising situation.
- k. A document will be sent to the council with our General Education program with the TBR outcomes. Which we are not currently changing.
- l. COMP has shown interest in having courses in General Education.

#### VI. Study Abroad courses

- a. Plan ahead for these courses.
- b. Credit by Exam is not supposed to be used for Study Abroad courses. You have to be able to take an exam, which doesn't work for Study Abroad
- c. Study Abroad has to be contained within the same semester. Meaning the course and travel must be within the same semester.

#### VII. Late/Drop/Add form

- a. Currently use the Schedule Adjustment form. This process is still being worked out by the Registrar's office.

#### VIII. Permit Requests: Registrar's website:

<https://www.memphis.edu/registrar/register/permits-all.php>

#### IX. Academic Renewal Policy: This policy starts this semester, Fall 2019.

<https://catalog.memphis.edu/content.php?catoid=14&navoid=526&hl=academic+renewal&returnto=search#academic-renewal>

#### X. Special Topics CAS Deadlines: October 1, for Spring; Feb. 1 for Summer and Fall. This is a standing deadline and will be in place each academic year.

- a. Dr. Dennis Laumann asked if there was a policy for a maximum number of Special Topics that can be taught per semester. Dr. Tollefsen said that there is no current policy.

#### XI. Undergraduate certificates

- a. THEC is now allowing proposals for UG certificates to come through. Only one certificate is being looked at this cycle.

XII. ABM—admission form; 12 hrs. instead of 9 hrs.

- a. If your program would like to make your ABM program 12 hours instead of 9 hours, a program revision would need to be submitted to both UG and GR College councils.

XIII. Deadline for curriculum changes: September 27 at 4:30 p.m.

XIV. Additional New Business?

- a. GR Faculty Status – Adjunct Teaching only elimination question from Dr. Barbara Taller. The website is still saying that the faculty must have Graduate Faculty Status. Is this the case? Tori said that she will check with Mary Kyle and Robin Postin about this situation.

XV. Adjournment