

**MINUTES**  
**COLLEGE OF ARTS AND SCIENCES**  
**CAS Undergraduate Curriculum Council**  
**2022-2023**

**MEETING:** February 2, 2023 - 2:30 p.m., via Zoom

**PRESENT:** J. Bahoh, C. Bowers, L. Feldman, C. Goudsouzian, B. Graham, M. Hirschi, J. Johnson, J. Jones, W. Madlock, R. Parish, V. Phan, J. Sabel, R. Serino, W. Thompson, J. Wang, A. Windsor

**ABSENT:** Rika Hudson, Amanda Johnson, Samuel Jun, Sanjay Mishra, Fatima Noguiera

**VISITORS:** N/A

**PROXIES:** Adoracion Berry for Dept of World Languages & Literature/Fatima Noguiera

**PRESIDING:** L. Menson-Furr; S. Warren, recording secretary

1. Welcome
2. Dr. Alistair Windsor motioned to approve the minutes from December 2022. Dr. Will Thompson seconded the motion. All were in favor and so minutes were approved.
3. Announcements and Updates
  - A. UUC Updates from L. Menson-Furr
    - i. The Actuarial Science new concentration proposal was approved at the January 12, 2023 UUC meeting.
    - ii. Sociology's B.A. to B.S. proposal has been approved by THEC.
  - B. Curriculog updates from S. Warren
    - i. S. Warren shared the Special Topics updates in Curriculog. Fall only and Summer only proposals have been created. The deadline to submit either of these is February 3<sup>rd</sup>, but can be accepted until 2/6 due to the Curriculog delay.
    - ii. Members were asked to email S. Warren with any Curriculog questions.
    - iii. Catalog Change/Edit proposal is for minor edits such as correcting typos, changes to admission requirements. Program Revision proposal is for major programmatic changes, such as course changes, changes in required hours. A. Windsor asked when the 2024-25 Curriculog proposals will be available. S. Warren will check on this and notify the Council as soon as possible.
    - iv. Course fee requests: S. Warren will be keeping a copy of the form. Please reach out to her if a copy is needed. Requesting a course fee does not guarantee its approval.
  - C. L. Menson-Furr asked members to volunteer class periods for participation in an online or in-person senior exam. The college needs 219 juniors or seniors to complete this exam.
4. Scholarships: Discussion, Review Procedures and Committees from R. Serino

Scholarship manager system closed on February 1<sup>st</sup>. Review access should be available mid-February. Once members get access, please notify R. Serino if no applications are appearing for review.

S. Warren will resend the scholarship committee assignments after the meeting.

5. Spring 2023 meeting updates:

Next meeting is February 16<sup>th</sup>. If scholarship applications are available for review, Zoom breakout rooms will be utilized to begin the review process. This review will likely continue during the March meeting. Members agreed that the remainder of the Spring 2023 meetings should be held via Zoom.

6. Adjourned at 3:00