

MINUTES
COLLEGE OF ARTS AND SCIENCES
CAS Undergraduate Curriculum Council
2024-25

MEETING: February 20, 2025 – 2:30 p.m., Teams

PRESENT: J. Bahoh, J. Benford, C. Bowers, L. Feldman, C. Goudsouzian, B. Graham, R. Hood, A. Johnson, J. Johnson, B. Kwoba, Y. Kwon, M. Laradji, B. McCarty, K. Murphy, R. Serino, B. Stigall, W. Thompson

Proxies: Susan Elswick (SWRK)

ABSENT: A. Cook, J. Fahey C. Mickalites

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

1. Welcome
2. Announcements and Updates from L. Menson-Furr
 - A. UUC Updates
 - a. Approved CAS proposals from the December meeting were approved at UUC
 - b. AI for All Minor (Office of the Provost)
 - i. The minor's two core courses have been approved by the UUC; they are CAS courses. One is from Social Work and the other from English.
 - ii. The committee is now reviewing course proposals for the minor's electives.
 - iii. Course design funds will be available to support courses that can be included in this minor's curriculum.
 - iv. The minor's home has not been identified at this time.
 - B. CAS Updates
 - a. S. Warren is available for Curriculum/Curriculog trainings and assistance with curriculum submissions. Please contact her to schedule.
Tori Tardugno with the Registrar's Office is offering sessions as well; registration is through Learning Curve.
 - b. The Special Topics deadline for Summer and Fall is March 1.
 - c. Senior Test: The college needs juniors and seniors to complete an online Gen Ed Assessment. Please contact R. Hood, R. Serino, or L. Menson-Furr to volunteer a class to participate. CAS can schedule computer labs if needed.
 - d. Syllabi—Please remind our colleagues to include a full listing of course materials/textbooks/readings on the syllabus. Syllabi directing students to locate readings/texts in Canvas cannot be approved.

- e. If you do not already have an internship course that is set up with your department's prefix, work with your curriculum committees to create one to submit with curricular proposals in the fall. It should be repeatable for 3-6 hours.
3. Advising, Admissions and Recruitment Updates from R. Hood
For the Gen Ed Assessment: Classes that all or mostly seniors, such as a capstone class, are perfect for administering this online assessment. R. Hood is happy to come to in person classes if needed.

Preview Day is on March 22nd. The information fair portion is 9:30 – 10:30 on the third floor of the UC. The academic open house portion is from 12:30 – 1:30.

4. Curriculum Updates from S. Warren
- a. The review copy of the catalog is expected soon. Review your fall submission sections and courses very carefully as this will be the time to make corrections and give clarifications. If in your review, something new is noticed, make a note of that for the next submission cycle.
 - b. Now is the time to start planning for the 26-27 catalog submission cycle. Include your department's academic advisors in these discussions, as they will know what courses are being substituted frequently, if a catalog entry could use clarification for students, etc. For program revisions, the track changed word document can be started now. It will be required for the proposal. You will be notified when the 2026-27 proposals are available.
 - c. New staggered submission process: The Registrar catalog group has changed their procedure. Proposals are now fully processed on a month-by-month basis, as they are approved by the UUC.
When planning proposals, be mindful of program revisions that involve new courses. The new course must be submitted and approved prior to the program revision so the new course can be fully processed and ready for the revision. This also applies to course revisions that change the course number.
5. Scholarship Updates and Announcements from R. Serino
A few of the college-wide scholarships are having issues and are not yet available for review. R. Serino will send the information to the assigned groups once available.
Deadline to make selections is March 31.
Information about the scholarships available can be found here:
<https://www.memphis.edu/cas/scholarships/college-scholarships.php>

6. The next meeting is scheduled for March 20 at 2:30 via Teams.
Meeting adjourned at 3:02 PM.