



**CMU Tech Curriculum Committee
Meeting Minutes
September 3, 2024
BB 144**

Members Present: Wayne Smith, Carolyn Ferreira-Lillo, Jason Roberson, Karrie Stanfill, Stephanie Stelljes, and Olga Grisak

Ex-officio members present: Kelly Reuss, Carrie Moore, Morgan Bridge, Maggie Bodyfelt, John Stewart, and Tracie Seurer

Recording Secretary: Lisa Bessette

Chair Smith called the meeting to order at 3:30 pm.

I. Announcements

- A. Chair Smith facilitated the introductions of committee members.
- B. CIM is now open. Chair Smith reminded the committee that CIM closes December 20th for all proposals. For course changes to appear in Spring registration (for Fall 2025), the curriculum proposal must be approved at the December 3rd CMU Tech curriculum committee meeting. Therefore, the Executive Committee will need to review it by their meeting on November 19th.

II. Ex-Officio Reports

- A. Associate Vice President of Academic Affairs for Assessment and Accreditation
 - i. AVPAA Bridge thanked the committee for their efforts in reviewing the curriculum and expressed appreciation for the time they are dedicating.
- B. Registrar's Office
 - i. Maggie Bodyfelt requested the committee to please be mindful of the CIM closure date and submit proposals as early as possible.
- C. Financial Aid Associate Director Stewart
 - i. Nothing to report.
- D. Librarian Seurer
 - i. Librarian Seurer requested that the committee notify her as early as possible about any course/program additions. This advance notice will allow her to conduct the proper library assessments and order any necessary materials required to support the proposed additions.
- E. Catalog Description Reviewer Varner
 - i. Nothing to report.
- F. Essential Learning Scott Andrews
 - i. Nothing to report.

III. Old Business

- A. None.

IV. Curriculum Proposals

- A. No curriculum proposals were entertained during the September meeting.

V. Information Items

- A. Chair Smith reviewed the committee responsibilities and asked committee members to volunteer for a category (see attached document on page 3).
- B. Chair Smith reviewed the important dates and deadlines for academic year 2024-2025, noting that the Executive Committee meets two weeks prior to the full committee to review proposals in queue. The important dates document is also posted on the Curriculum website.
- C. Chair Smith explained this year's focus is finishing CIM clean-up (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes) on all courses. There may be several courses that can be inactivated that are no longer being offered. Chair Smith asked Kelly Ruess to communicate expectations with the departments.
- D. Dr. Bridge spoke about the new process for proposing new programs. Emailing jrhawkins@coloradomesa.edu will initiate the following two-step process, which must occur **before** submitting a new program in CIM:
 - i Step One: The department requesting a new program must provide an initial pitch, addressing a list of specific questions related to the new program, such as content overlap. This pitch will be presented in a meeting with Cher Hendricks, Holly Teal, Jeremy Hawkins, Robert Cackler, Morgan Bridge, and Brigitte Sundermann.
 - ii Step Two: The financial aspects of the new program proposal will be reviewed by Spencer Rockwell from Budget, who will examine projections and the courses required for the program.

VI. New Business

- A. Next meeting date is October 8th.

With no objections from the committee, Chair Smith adjourned the meeting at 3:50 pm.

Category 1: New/Modification of Programs - Total Hours, Course Sequence, Foundation Courses and Program Specific Courses

Responsibilities

Carefully review all courses and course credit hour totals. Check number of hours in Foundation Courses and Program specific hours. Check course sequencing to ensure all courses are included and offered in the semester stated on the proposal. Review program hours in all sections.

Reviewer: Carolyn Ferreira-Lillo

Category 2: Prerequisites, Co-Requisites, and Affected Programs

Responsibilities

Review all course additions, modifications, and inactivations for consistency and accuracy of prerequisite and co-requisite course listings. If included, remove *or permission of instructor* verbiage needs to be removed. Do not list course name, use only subject and number. List in alphanumeric order. Check for embedded/repetitive prereqs.

Review the list of degree programs affected by the course additions, modifications, and deletions. Is the course included/deleted/modified on the course sequence. (e.g. change in credit hours)? Does a course addition introduce any hidden prerequisites to the program?

Do other program sheets need to be modified? Check the catalog pages referencing this course as well as the programs referencing this course as well as other courses referencing this course.

Reviewer: Karrie Stanfill

Category 3: Instructional Activity, Revenue, and Pre-Approval Confirmation

Responsibilities

Use table III-2 in the Curriculum Manual to verify consistency in credit hours, type of instruction, engagement minutes, student prep minutes, etc. for course additions (and course modifications if applicable). Check both instructional type and contact hours per week.

Reviewer: Jason Roberson

Category 4: Affected Departments

Responsibilities

Form	Task
Program Addition	Review “Discuss the proposal with all departments affected by the program...” Is this appropriately addressed (cannot be blank)? Obtain departmental approval according to department-specific procedures. Ensure the date, at a minimum, the semester/year, of approval is included.

Program Modification	Review item 2 - “Discuss the proposal with all departments that might be affected.” Is this appropriately addressed (cannot be blank)?
Course Addition	Review whether the item “Discuss the proposal with all departments that might be affected by the proposal” is appropriately addressed (cannot be blank).
	Review the question regarding whether the course is a Duplication/Cross-Listing, Did they select a box? If yes was selected, is an explanation provided?
Course Modification	Review whether the item “Discuss the proposal with all departments that might be affected by the proposal” is appropriately addressed (cannot be blank).
Reviewer: Wayne Smith	

Category 5: New and Modified Programs/Courses PTO and Justifications and Departmental Discussions	
Responsibilities	
New Programs and New Courses	Carefully review for PTO programs as well as the PTO exception form (e.g., verify statements about accreditation etc.).
Program and Course Modifications	Carefully review updates or changes to PTO status as well as the PTO exception form, if applicable (e.g., verify statements about accreditation etc.).
	Review justifications. Is the justification sufficient? Are all changes justified individually? Do the changes and the justifications match and support the other?
Reviewer: Wayne Smith	

Category 6: Course Descriptions, SLOs, and Topical Outlines	
Responsibilities	
Review primarily for typos/grammar/etc. Content and wording have been reviewed.	
Review catalog descriptions for course additions (and course modifications, if applicable).	
Review SLOs for course additions (and course modifications, if applicable).	
Review topical outlines for course additions (and course modifications, if applicable).	
Review SLOs for new programs (and program modifications, if applicable)	
For program modifications, if the program has been significantly modified and/or if the SLOs have been modified, review the SLOs.	
Reviewer: Stephanie Stelljes	