

MINUTES
COLLEGE OF ARTS AND SCIENCES
CAS Undergraduate Curriculum Council
2023-24

MEETING: September 21, 2023 - 2:30 p.m., UC Memphis Room (340A)

PRESENT: C. Bowers, L. Feldman, C. Goudsouzian, B. Graham, S. Jin, A. Johnson, J. Johnson, J. Jones, S. Jun, H. Kung, W. Madlock, B. McCarty, S. Mishra, T. Nenon, V. Phan, J. Sabel, W. Thompson

ABSENT: R. Hood, R. Serino, J. Wang

VISITORS: N/A

PROXIES: Kendra Murphy for J. Wang (SOCl)

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

1. Welcome

L. Menson-Furr welcomed the committee to the start of the 2024-25 Undergraduate Council. Members introduced themselves.

2. W. Thompson motioned to approve the minutes from April 20, 2023. L. Feldman seconded the motion. All were in favor and so minutes were approved.

3. Announcements and Updates from L. Menson-Furr

A. UUC Updates

UUC will vote on proposals in November and December. UUC January meeting will be for cleanup.

B. CAS Updates

Special Topic deadline for spring courses is early October, but submissions will be accepted on a case-by-case basis after this time and until we are told a final cut-off from the Registrar's Office. When planning special topics, keep course transferability, part-of-term availability, and different modalities in mind.

Members were asked to assist their departments with catalog review for accuracy because any needed catalog corrections should be submitted now.

L. Feldman asked about the process of cross listing a course. All courses involved should have proposals submitted during the same cycle, so they move together.

Senior exams: The college needs approximately 219 juniors and/or seniors to complete an online Gen Ed assessment by May 2024. Please contact R. Hood, R. Serino, or L. Menson-Furr to volunteer a class to participate. CAS can schedule computer labs if needed.

4. Scholarship updates from R. Serino
Notify R. Serino on any scholarship updates by October 2: new guidelines, awards, etc.
Begin publicizing department scholarships to your students on October 9.
Scholarship manager will open mid-November.

5. 2023-24 Curriculog review from S. Warren
Revisions involving gen ed courses are not low impact.

If proposing new course or requesting new course number, contact Tori Tardugno to receive the course number prior to starting proposal.

Program revision or Catalog Change/Edit proposals:

- All changes must be made within the Curriculum Schema section of the proposal, along with the attached word doc with track changes.
- If you see sections in the curriculum schema with a lock, those are part of a shared core.
- Proposals in which changes are being made to the locked section and the unlocked section, two proposals will need to be submitted- one as a shared core type and one as a program type.

Please contact S. Warren for any questions or to schedule a meeting for assistance.

6. The next meeting is scheduled for October 19th at 2:30.

Meeting adjourned at 3:08 PM.