

CLASS CURRICULUM COMMITTEE  
MEETING MINUTES  
ACADEMIC YEAR 2021-2022

August 23, 2021

Called to order: 12:02pm

Present: Luz Calvo, [Cory Lepage](#), Shubha Kashinath, Monique Manopoulos, Maria Ortuoste, Ines Thiebaut

Guests: Sarah Aubert and Caron Inouye

- 1) Presentation by [Sarah Aubert](#) and Caron Inouye on the changes and upgrades to Curriculog.
  - a) Recertifications without revisions do not need to go before the CLASS curriculum committee (CLASS CC). They still have to have the syllabus attached; one for each teaching modality. Once the Dept Chair signs off on the recertification, it is sent to the Associate Dean for approval, before going up for processing. CLASS CC will no longer see these particular proposals.
  - b) Only new and revisions proposals will go before the CLASS CC
  - c) To add an overlay, it is a revision.
  - d) To change delivery format, it is also a revision.
  - e) GEOC deadline is Oct 15, 2021
  - f) If there is a split vote or approved with concerns, proposals will go before the University CIC.
  
- 2) Approval of minutes from 04/26/2021
  - a) Voting
    - i) Motion to approve: Shubha
    - ii) Second: Cory
    - iii) Approved Unanimously
  
- 3) Associate Dean's report
  - a) Should training for Curriculog be offered to Chairs/Departments?
    - i) Shubha recommends drop in hours, not a meeting
    - ii) Maria recommends only for the departments that request it
  - b) Planning to send email to Chairs with resource lines and deadline dates
    - i) Ask APS to change the big red deadline
    - ii) Oct 1 is the Curriculog deadline to make APS deadline
  
- 4) Selection of Committee Chair for AY 21-22
  - a) Maria nominates: Cory
  - b) Second: Shubha
  - c) Votes:
    - i) 4 - Yes

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- ii) 0 - No
- iii) 1 - Abstention

5) Future Meetings

- a) Fall semester meetings will held via Zoom
- b) Spring semester meetings will be determined later

6) ByLaw Update

- a) Need to finalize this semester
- b) Next Steps:
  - i) Review and check edits before 9/13 meeting
  - ii) Check links
  - iii) Send to Diversity office for review

Meeting adjourned at 1pm