



# TEXAS WOMAN'S UNIVERSITY™

## MINUTES OF THE UNIVERSITY CURRICULUM COMMITTEE FRIDAY, SEPTEMBER 22, 2023 (MCL 505 & Zoom Video Conference)

### ATTENDANCE

- **Committee Members:** Brenda Moore, Misty M. Richmond, Wouter Van Erve, Jeffery Tarr, Wen Xu, Keith Crabtree, Faedra Wills, Shawnda Smith, Amanda Aguirri, Lisa Grubbs, Megan Burke, Pei-Fen Chang, Noah Lelek, Lily Wilson, Karen Lee Dunlap, Margaret Young
- **Ex-officio Members:** Finley Graves, Jenna Lee, Jorge Figueroa, Scott Martin, Lynda Murphy, Carolyn Kapinus, Gray Scott, Devin Perkins

### CALL TO ORDER

- The meeting was called to order at 2:01 p.m. by Dr. Jorge Figueroa.

### WELCOME AND INTRODUCTION

- Finley Graves - Greetings and welcome to serve on this committee.
- Brenda Moore welcomed the committee.

### ELECTION OF 2023-2024 COMMITTEE CHAIR AND VICE CHAIR

- Brenda Moore explained the Chair and Vice Chair roles.
- **Election of the Chair of the Curriculum Committee**
  - Motion for Megan Burke by herself.
  - Seconded by Misty M. Richmond.
- **Election of the Vice Chair of the Curriculum Committee**
  - Motion for Lisa Grubbs by Megan Burke.
  - Seconded by Amanda Aguirri.

### APPROVAL OF MINUTES

- Minutes from the April 11, 2022 meeting were approved. Motion to approve: Wen Xu; Second: Lisa Grubbs; Correction of Cheryl Thaxton name. Motion to approve: Misty Richmond; Seconded: Pei-Fen Chang. Ten in favor, one abstained.

### HANDBOOK AND PROCESS

- Jorge Figueroa overview of Curriculum Committee Handbook for the committee.
- Reviewed faculty assignment by Faculty Senate from the form that was completed in the previous spring semester.

#### **LIAISON ASSIGNMENTS AND ROLE OF COMMITTEE MEMBERS REPORT**

- Jorge Figueroa explained the role of liaisons and committee members.
- The process of accepting the proposal and process.

#### **CURRICULUM INVENTORY MANAGEMENT (CIM) SYSTEM UPGRADE & PROCESS FOR REVIEWING COURSE PROPOSALS**

- Introduction of Scott Martin: Upgrade to proposal system.
- CIM the core/global courses are more questions/information requested.
- Previewed CIM and how to download and print each proposal.
- Copies will be added to google drive and access will be granted to each member.

#### **OTHER BUSINESS or ANNOUNCEMENTS**

- Heads up: We do not know how many courses will be submitted over the year. Each year is different depending on new programs and programs that are being reviewed/restructured. I will give an update as I hear of potential courses. No proposals after April meeting - the proposals that are sent after the two weeks before the last meeting will not be included for consideration. Meetings will be recorded to assist Michele Garcia for minute taking and for faculty that are unable to attend.
- The next meeting will be on Friday, October 27, 2023.

#### **ADJOURNMENT**

- Motion to adjourn: Misty Richmond. Second: Lisa Grubbs. All voted in favor.
- The meeting was adjourned at 2:31 pm.