



The University of Vermont
FACULTY SENATE

**Curricular Affairs Committee of the Faculty Senate
Minutes**

Thursday, September 2, 2021, 4:15 – 6:15 pm

Present: Professors Kervick, Everse, Almstead, Blom, Borchert, Colburn, Dale, Emery, Hazelrigg, Hibbeler, Jones, Poleman, Rosebush, Seidl, Sisk, Swogger, Teneback, Tomas

Absent: Professors Barnaby, Berry, Hunt, Russell, Sargent

Guests: Jennifer Dickinson, Cynthia Forehand, Alison Maynard

Chair Kervick called the meeting to order at 4:15 on MS Teams.

- I. **Approval of the Minutes.** The May 6, 2021 minutes were approved as written.
- II. **Chair's Remarks** – Colby Kervick provided an overview of CAC responsibilities, meeting procedures, guiding norms for proposal review and APR reports, and the flow and timeline for program review. The presentation slides are attached to these minutes.
- III. **Reports – (none at this time)**
- IV. **Other Business:** Colby Kervick noted that there were no public comments received on the items presented for vote at this meeting.
 - A. **No Contest Termination of the M.S. in Molecular Physiology and Biophysics, and No Contest Termination of the PhD in Molecular Physiology and Biophysics, GRAD/LCOM** - Colby Kervick presented a proposal from the Graduate College and the Larner College of Medicine (LCOM) for a “no-contest” termination of the Ph.D. and MS programs in Molecular Physiology and Biophysics. The Molecular Physiology and Biophysics M.S. and PHD programs stopped accepting new students in 2013. At that time the Graduate College and the campus-wide interdisciplinary Cell and Molecular Biology program partnered with the College of Medicine, the Department of Molecular Physiology and Biophysics and other departments in the College of Medicine to support an expanded campus-wide interdisciplinary Ph.D. program in Cellular, Molecular, and Biomedical Sciences (CMB). Given the sustained success of the CMB program, the Department of Molecular Physiology and Biophysics has no plans to actively recruit into their departmental M.S. or PHD programs again. The last Molecular Physiology & Biophysics M.S. student graduated in January, 2009 and the last Molecular Physiology & Biophysics Ph.D. student graduated in May, 2018. Thus, there are no current students who need to be

accommodated during the termination process. If approved by the Faculty Senate and Board of Trustees, the no contest termination should go into effect in during the 2022-23 catalog year.

Motion: Laura Almstead moved to approve the request for a no-contest termination of the M.S. in Molecular Physiology and Biophysics, and No Contest Termination of the PhD in Molecular Physiology and Biophysics

Vote: 15 Approve, 0 oppose, 0 abstain. **The motion carried.**

B. No Contest Termination of the PhD in Pharmacology, GRAD/LCOM – Colby Kervick presented a proposal from the Graduate

College and the Department of Pharmacology in the Larner College of Medicine (LCOM) to terminate the Ph.D. in Pharmacology. This is a no contest termination having been initiated by the department and supported by unanimous vote of its faculty. The Pharmacology Ph.D. program stopped accepting new students in 2013. At that time the Graduate College and the campus-wide interdisciplinary Cell and Molecular Biology program partnered with the College of Medicine, the Department of Pharmacology, and other departments in the College of Medicine to support an expanded campus-wide interdisciplinary Ph.D. program in Cellular, Molecular, and Biomedical Sciences (CMB). Given the sustained success of the CMB program, the Department of Pharmacology has no plans to actively recruit into their departmental PhD program. If approved by the Faculty Senate and Board of Trustees, the no contest termination should go into effect in during the 2022-23 catalog year.

Motion: Joan Rosebush moved to approve the request for a no-contest termination of the PhD in Pharmacology.

Vote: 15 approve, 0 oppose, 0 abstain. **The motion carried.**

C. Name Change proposal from Department of Leadership and Developmental Sciences (DLDS) to Department of Counseling, Human Development and Family

Science (CHDF) and; name change proposal for program, major, minor of Human Development and Family Studies (HDFS) to Human Development and Family

Science (HDF) and; change to course prefix for Counseling Program for a new course prefix,

CNSL, to align with the current Counseling major code, CESS – Colby Kervick presented a proposals from the College of Education and Social Services to enact name changes along with associated new course prefix/code changes to the Department of Leadership and Developmental Sciences along with the programs within that department. These changes represent the second step in a two-step department re-alignment process initiated in CESS in June 2020. The first step involved moving American Sign Language, Educational Leadership, Educational Leadership & Policy Studies, Interdisciplinary Studies, Foundations, and Higher Education & Student Affairs from the Department of Leadership and Developmental Sciences to the Department of Education. The second step reflected in the proposal voted on by the CAC on 9/2/21 resulted from work conducted by faculty in the Counseling and Human Development and Family Studies programs during the fall 2020 in which they collaboratively identified a new name for the new department configuration. A summary of the changes that were voted on by the CAC follows:

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- The Department of Leadership and Developmental Sciences (LDS) change to: The Department of Counseling, Human Development and Family Science and adopt new department code : CHDF 3
- The Human Development and Family Studies Program, which is part of the new proposed department, name change to: Human Development and Family Science with new program code/course prefix: HDF 5 . They also requested a new Major (B.S.) and Minor Name: Human Development and Family Science. The requested code is HDF. 6.
- The Counseling Program, requested a new course Prefix aligned with the current Counseling major code. The requested code is CNSL.

This proposal has been approved by the CESS Curriculum Committee and supported by the CESS Dean, unanimous support of the faculty in the new department as well as support from the Chair of the department of Psychological Sciences. The registrar has also granted approval of the new codes. If approved by the Faculty Senate and Board of Trustees, the name changes should go into effect during the 2022-23 catalog year.

Motion: Joan Rosebush moved to approve the proposals from the College of Education and Social Services for the Name Change from the Department of Leadership and Developmental Sciences to the Department of Human Development and Family Science, and the name change proposal for program, major, minor of Human Development and Family Studies (HDFS) to Human Development and Family Science (HDF) and; change to course prefix for Counseling Program for a new course prefix, CNSL, to align with the current Counseling major code.

Vote: 15 approve, 0 oppose, 0 abstain. **The motion carried.**

D. No contest Termination of the PHD in Microbiology and Molecular Genetics, GRAD/LCOM–

Colby Kervick presented a proposal from the Graduate College and the Larner College of Medicine (LCOM) for a “no-contest” termination of the Ph.D. program in Microbiology and Molecular Genetics (MMG). The Microbiology and Molecular Genetics Ph.D. program stopped accepting new students in 2013. At that time the Graduate College and the campus-wide interdisciplinary Cell and Molecular Biology program partnered with the College of Medicine, the Department of Microbiology and Molecular Genetics and other departments in the College of Medicine to support an expanded campus-wide interdisciplinary Ph.D. program in Cellular, Molecular, and Biomedical Sciences (CMB). Given the sustained success of the CMB program, the Department of Microbiology and Molecular Genetics has no plans to actively recruit into their departmental Ph.D. program. This proposal was supported by unanimous vote of the departmental faculty. The last MMG Ph.D. student graduated in May, 2018. Thus, there are no current students who need to be accommodated during the termination process. If approved by the Faculty Senate and Board of Trustees, the no contest termination should go into effect in during the 2022-23 catalog year.

Motion: Joan Rosebush moved to approve the proposed no-contest termination of the PhD in Microbiology and Molecular Genetics.

Vote: 15 approve, 0 oppose, 0 abstain. **The motion carried.**

V. APR Reports – none at this time.

VI. New Business:

A. Minor change proposed to New Curriculum Proposal template – Colby Kervick reported that the Dean of Libraries requested that a check-box be added to the New Curriculum Proposal template to indicate that the proposer has communicated with the unit level library liaison regarding the need for library resources. A conversation at the proposal stage will benefit both the Libraries and the faculty by creating awareness of existing resources, and the ability to plan for acquisitions. This minor revision to the template will come to the CAC for vote in October.

B. New subcommittee needed to review Graduate Certificate and MicroCertificate in Education for Sustainability (Graduate College and CESS) – Amy Tomas and David Jones volunteered to serve as the subcommittee.

C. New subcommittee needed for Exercise Science APR (site visit Nov. 8/9) – Vice Provost J. Dickinson clarified that the APR site visits are held on Teams. Selene Colburn and Charlotte Teneback volunteered to serve as the APR subcommittee.

D. In the pipeline for the October CAC meeting - Colby Kervick reported that she expects a full agenda for the October meeting. Items anticipated include:

- Vote on the proposed addition of the Library Resource check box on New Curriculum Proposal template
- Potentially 4 APR reports
- 4 no-contest terminations (CAS)
- No-contest deactivation of the RN-BS program (CNHS)

Meaghan Emery moved to adjourn 5:27 PM

Welcome to the UVM Faculty Senate Curricular Affairs Committee 2021-22

Questions?

Colby.Kervick@uvm.edu Co-chair (fall)

Stephen.Everse@uvm.edu Co-chair (spring)

Laurie.Eddy@uvm.edu Faculty Senate Administrative Coordinator

CAC Responsibilities

- Review proposals to initiate, alter, deactivate, or terminate academic programs
- Work in conjunction with the Provost's Office to carry out the university-wide Academic Program Review (APR) process
- Review matters related to undergraduate and graduate educational policy (e.g. Catamount Core)

Additional Role:

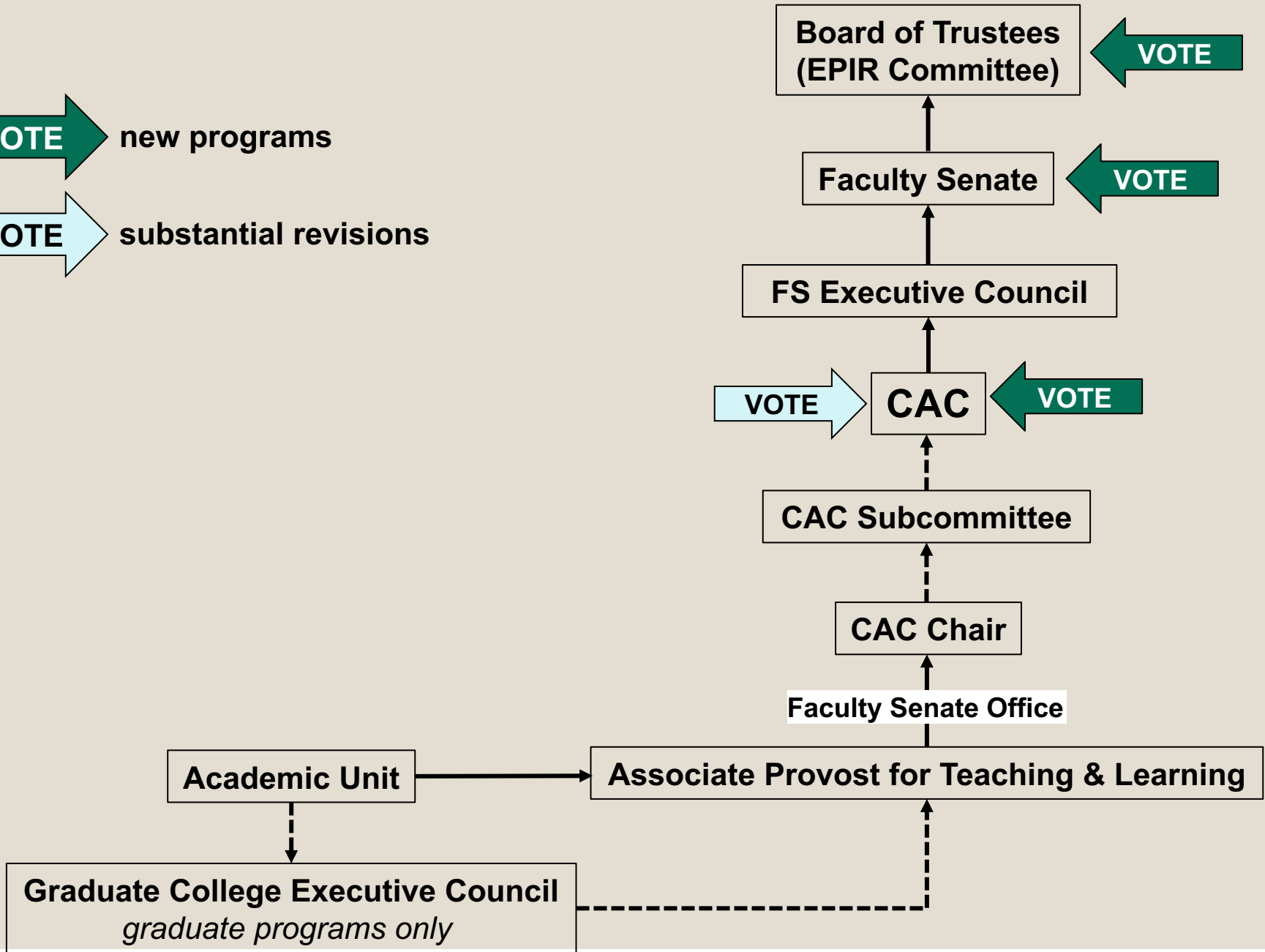
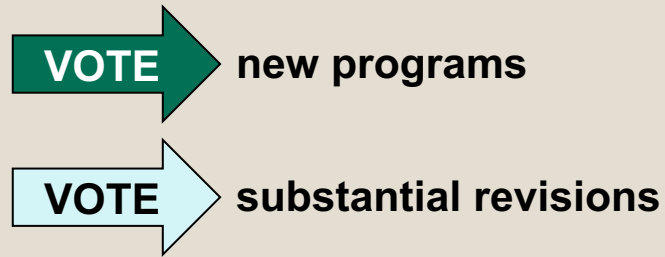
- Support and communicate with unit level curricular committees and foster collaboration between units and departments around curricular and educational policy issues.

CAC Meeting Procedures 21-22

- Co-chair structure (*Note: Colby is on sabbatical spring 22)
- Teams meeting format: use of hand raise signal to be recognized
- Monthly meeting materials will be located in designated folders in the 2021-2022 CAC Meetings Teams channel
- The use and purpose of “New business” agenda item

Guiding Norms for CAC this Year

- Use our CAC protocols/guidelines to inform your review
- Approach each proposal with an open mind
- Ask questions with the goal of seeking to understand/clarify
- Be engaged with our committee work: volunteer
- Patience and Flexibility



Here is a screen shot of the faculty senate CAC curricular resources page:

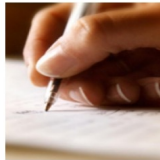
Curricular Resources



Curricular Resources

The Faculty Senate provides curricular resources to assist faculty seeking guidelines, timelines, and process for curricular proposals, General Education course approval, or Academic Program Review.

Curriculum Resources



PLEASE REFER TO THE TIMELINE FOR POLICY & PROPOSAL REVIEW PROCESS (SEE BELOW) FOR IMPORTANT INFORMATION REGARDING THE TIMING OF THE REVIEW AND APPROVAL PROCESS

- [New Program Proposal Cover Sheet \(PDF\)](#)
- [Proposal for New Academic Program \(PDF\)](#)
- [Substantial Revisions to Existing Academic Programs: Definitions and Approval Process \(PDF\)](#)
- [Proposal to Substantially Revise an Existing Academic Program \(PDF\)](#)
- [Proposal to Terminate an Academic Program \(PDF\)](#)
- [Proposal to Deactivate an Academic Program \(PDF\)](#)
- [Proposal to Reactivate an Academic Program \(PDF\)](#)
- [Proposal for Academic Minor \(PDF\)](#)
- [Proposal for Undergraduate Certificate Program \(PDF\)](#)
- [Standards for Certificates of Graduate Study \(PDF\)](#)
- [Guidelines for Academic Department & Program Name Change \(PDF\)](#)
- [Procedure for Course Mediation Process \(PDF\)](#)
- [Unit Curriculum Committee Tips \(PDF\)](#)

Critical Dates – AY 2021-2022

NOTE: These dates represent a best-case scenario. Missing items (e.g. abstracts, support letters), concerns raised during the public comment period, etc. can delay things.

Circulated for Public Comment	CAC Meeting	Faculty Senate Meeting	Board of Trustees Meeting
April 6, 2021	May 6, 2021	May 20, 2021	October 30, 2021
August 3, 2021	September 2, 2021	September 20, 2021	
September 7, 2021	October 7, 2021	October 18, 2021	February 5, 2022
October 5, 2021	November 4, 2021	November 15, 2021	
November 2, 2021	December 2, 2021	December 20, 2021	
December 7, 2021	January 6, 2022	January 24, 2022	May 21, 2022
January 4, 2022	February 3, 2022	February 28, 2022	
February 1, 2022	March 3, 2022	March 28, 2022	
March 8, 2022	April 7, 2022	April 25, 2022	
April 5, 2022	May 5, 2022	May 19, 2022	October 29, 2022

https://www.uvm.edu/sites/default/files/Faculty-Senate/2021-2022_Timeline_for_Policy_Proposal_Review_Process.pdf