



The University of Vermont  
FACULTY SENATE

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

Thursday, February 3, 2022, 4:15 – 6:15 pm

- Present: Professors Almstead, Everse, Barnaby, Blom, Borchert, B. Brown, T. Brown, Dale, Emery, Hazelrigg, Hibbeler, Jones, Poleman, Rosebush, Saulean, Seidl, Sisk, Swogger, Teneback, Tomas,
- Absent: Professors Hunt, Sargent, Adamson (SGA), Chapina (GSA)
- Guests: Veronika Carter, Jennifer Dickinson, Cynthia Forehand, Matt Kolan

Chair Everse called the meeting to order at 4:15 on Zoom.

**I. Approval of the Minutes.** Stephen Everse moved to approve the minutes of the December 2, 2021 meeting. **Vote: 12 approve, 0 oppose, 0 abstain. The motion carried.**

**II. Chair's Remarks** – Stephen Everse made the following comments:

- A. Welcome new CAC members— Bradley Brown, CESS and Daniel Saulean, Libraries.
- B. CAC meetings will be held on Zoom for the spring semester. The link that will be used for all meetings is:

<https://uvmcom.zoom.us/j/92284705428?pwd=L0h3L1ptdDdWR3kzRkYjNXFaSjYxUT09>

Meeting ID: 922 8470 5428

Passcode: **UVM-CAC!**

One tap mobile

+13017158592,,92284705428# US (Washington DC)

+13126266799,,92284705428# US (Chicago)

- C. **Report out from Unit Curriculum Chair's meeting on January 13<sup>th</sup>** – There is a monthly meeting with the Unit Curricular Chairs and the Chair of the CAC. This group was formed to help build a bridge between the CAC and the curricular units. At the last meeting they discussed these items.

- I. They have created a Teams Channel to keep a running document on issues around Courseleaf.
- II. Diversity, Equity and Inclusion are being looked at from the course perspective. They have started these conversations.
- III. The Registrar's Office will move to a 4-digit course number so there was some discussion around this topic. More information will be presented at the CAC at a future meeting.

**III. APR Reports** – Stephen presented the APR proposal in Clinical and Translational Sciences findings. The committee had a discussion.

**Clinical and Translational Sciences:**

**Motion:** Stephen Everse called a vote to accept the APR proposal in Clinical and Translational Sciences.

**Vote: 12 approved, 0 opposed, 0 abstained. The motion carried.**

**IV. Reports:** Rosi presented the subcommittee report on the new PhD in Transdisciplinary Leadership and Creativity for Sustainability (RSENR and Graduate College). The committee had a discussion.

**A. Subcommittee report on new PhD in Transdisciplinary Leadership and Creativity for Sustainability (RSENR and Graduate College) Motion:**

Thomas Borchert called a vote to approve the new PhD in Transdisciplinary Leadership and Creativity for Sustainability (RSENR and Graduate College), Laura Almstead seconded the motion.

**Vote: 17 approved, 0 opposed, 0 abstained. The motion carried.**

**V. Other Business:**

**A. Review of Operational Procedures-**

# **Welcome to the UVM Faculty Senate Curricular Affairs Committee Spring 2022**

## **Questions?**

**[Stephen.Everse@uvm.edu](mailto:Stephen.Everse@uvm.edu)** Co-chair (spring)

**[Colby.Kervick@uvm.edu](mailto:Colby.Kervick@uvm.edu)** Co-chair (on sabbatical)

**[Laurie.Eddy@uvm.edu](mailto:Laurie.Eddy@uvm.edu)** Faculty Senate Administrative Coordinator  
(on leave)

**[Tiera.Porter@uvm.edu](mailto:Tiera.Porter@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:**

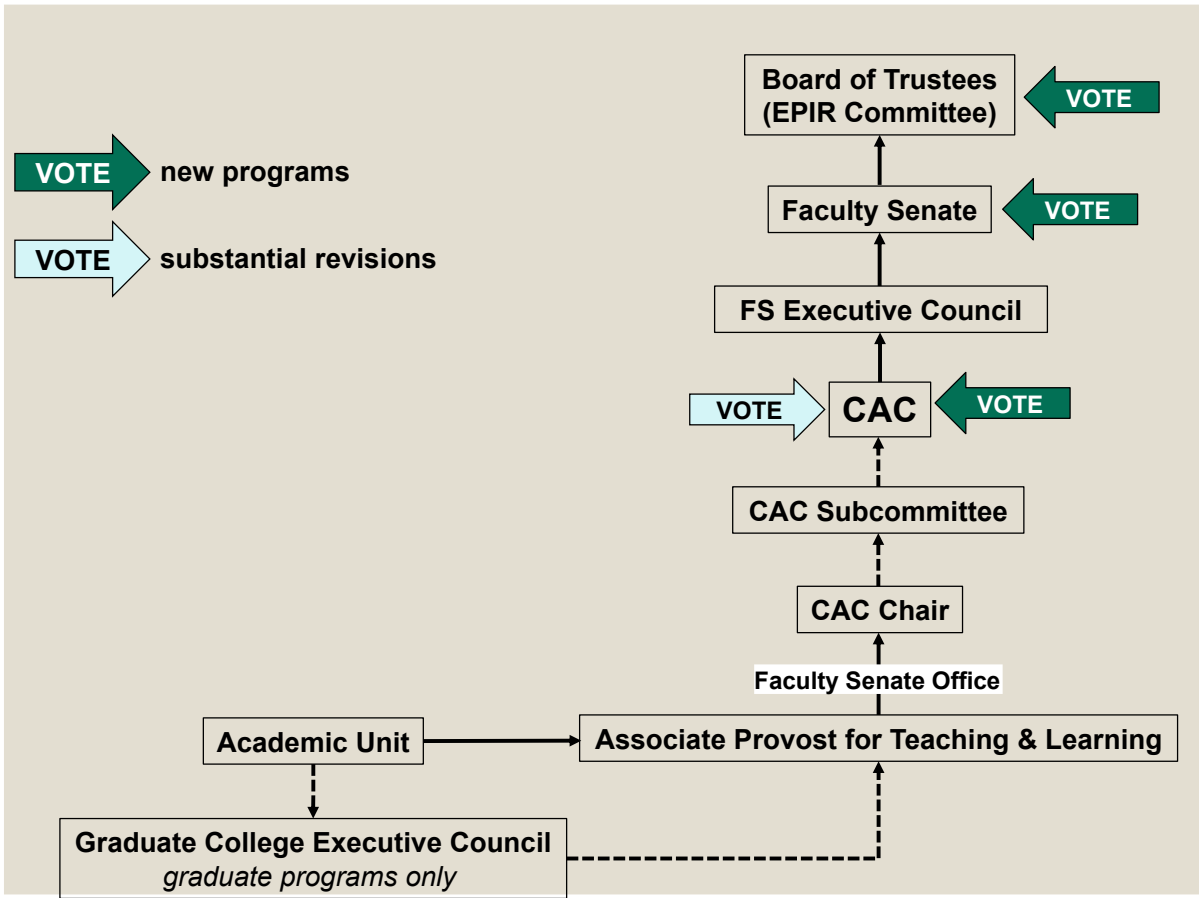
- Support and communicate with unit level curricular committees and foster collaboration between units and departments around curricular and educational policy issues.

## **CAC Meeting Procedures Spring 2022**

- We will be using Zoom this semester as it better supports Interpreter Services
- Please use the raised hand 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 \(PDF\)](#)

[http://www.uvm.edu/faculty\\_senate/curricular\\_resources](http://www.uvm.edu/faculty_senate/curricular_resources)



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

## VI. New Business:

### A. New APR subcommittees needed for:

- a. Gender, Sexuality and Women's Studies (Feb 24<sup>th</sup> and Feb 25<sup>th</sup>)
  - i. Ann Hazelrigg, Andrew Barnaby

### B. New subcommittee needed for:

- a. Review Proposal for PhD in Counseling and Counseling Supervision (GS & CESS)
  - i. Jason Hibbeler, Tricia Brown
- b. Review of the New Minor in Medical Diagnostics (CNHS)
  - i. Charlotte Teneback, Jen Sisk.
- c. Review if the Non-Contested Deactivation of the Major in Early Childhood Special Education (CESS).
  - i. Amy Tomas, Walter Poleman.

Meeting adjourned at 5:18 PM