

# UConn

## NEAG SCHOOL OF EDUCATION

### Curricula & Courses Committee

To: C&C Committee Members

From: Jaci VanHeest, Chair

Date: September 15, 2021

Re: Minutes of the Curricula & Courses Committee Meeting held September 14, 2021

In attendance via Microsoft Teams: Jaci VanHeest, Michele Back, John Zack, Saran Stewart, Adam McCready, Ann Traynor, Dorothea Anagnostopoulos

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1) Approval of May, 2021 meeting minutes

- *Jaci began the meeting at 9:02am and welcomed our new members.*
- *John Zack made a motion to approve the May minutes, Adam seconded, and the motion passed unanimously (6-0).*

2) Revised Programs

a) **EDCI: IB/M English Education Program Guidelines**

Explanation: Add course options for the Genre requirement for IB/M English Education. See attached guidelines with changes noted in red.

- *Jaci reviewed the changes to the IB/M English Education program guidelines. Ann made a motion to approve, Adam seconded, and all voted in favor to approve (6-0).*

**APPROVAL BY DEPARTMENT:** September 8, 2021

**APPROVAL BY DEPT. HEADS:** September 9, 2021

**APPROVAL BY C&C COMMITTEE:** September 14, 2021

**APPROVAL BY FACULTY COUNCIL:** September 24, 2021

3) C&C Flowchart – Steps for New or Revised Course

4) C&C Web page: <http://committees.education.uconn.edu/cc/>

- *Jaci reviewed the C&C flowchart documents and the need to update. She talked about wanting to speak at the next faculty meeting to review the C&C process, explain how to access the CAR and GPAR, etc.*
- *Ann spoke about the need to clarify on the chart the approval steps for new programs once they are approved at Neag Faculty Council; knowing the right order of things will be helpful to faculty. Jaci agreed, once the C&C and FC process is done, we need to support where they go next.*
- *Ann mentioned perhaps using a spreadsheet to track at which stage items are at; a quick reference in case anyone checks in on the status.*

- *Saran shared her experience when putting through a new program last year. Since there was a lot of back and forth, she suggested getting feedback first, and then entering it in the system to avoid revisions. Also, when her new PhD concentration was approved by C&C and FC, she was asked to present it to the Graduate Executive Council. She was not aware of this step and thought it would be good to advise our colleagues as to what to expect throughout the process.*
- *Ann suggested that faculty use a GPAR template to get feedback, make it a word doc to share and then it can be edited and put into final copy in the GPAR before submitting.*
- *Jaci mentioned that we will post our meeting dates in Neag News and share links to these documents. We will include a deadline date for each meeting and if materials aren't received in time, they will be pushed to the next meeting. Jaci expressed the importance of adhering to these deadlines, so materials are prepared in time for Faculty Council.*
- *The committee agreed it would be beneficial to have this information included on the flowcharts and accessible on the C&C web page. Ann, Dorothea, Jaci and Diane will meet next week to start revising these documents.*
- *The meeting adjourned at 10:26am.*