

## Undergraduate Curriculum Committee Minutes

3:05 – 4:30 p.m. Room: MLT 102

Date: September 2, 2026

### Members (10 voting (6 quorum)—9 present, 1 absent):

Nicole Anderson

Kristin Carlson

Marko Dumancic (executive secretary)

Heba Elgazzar

Niharika Inti

Kathryn Jasper

Philip Pulley

Gui Ying (Annie) Yang-Heim

Li Zeng

### Absent:

Chad Kahl

### Attendees:

Theresa Sanchez, Curriculum

Rocio Rivadeneyra, CAS

1. **Convene:** 3:07 pm by Jasper
2. **Introduction of members/attendees:**
3. **Minutes: 8-26-2026 meeting.** No corrections; accepted as distributed.
4. **Action Items:**
  - a. **Biological Sciences Teacher Ed Major (Revise Major)—Carlson, Inti**  
**[APPROVED with edits]**

Inti introduced the proposal and provided an overview of the rationale for the revision. During the review, Inti identified issues with the proposal: First, the proposal indicates the addition of 6 credit hours to the biology electives requirement; the revised curriculum increases the requirement from 6 to 11 credit hours, reflecting an increase of only 5 credit hours. Second, the minimum total credit hours for the program are listed as 95, but the correct total should be 93 credit hours. Third, the proposal notes that a separate course change request for BSC 231 to increase the course from 2 to 3 credit hours was still in workflow, which could affect the minimum total credit hours required for the program. Sanchez reviewed the status of the course change request and confirmed that the BSC 231 credit hour revision has already been approved. Inti stated that she had received email confirmation from the proposal author regarding the necessary corrections. Sanchez recommended keeping the proposal unchanged except for correcting the minimum total credit hours from 95 to 93, upon receipt of the author's email confirmation.

Carlson made a motion to approve this proposal with the approved edit. Marko seconded. 9 in favor, 0 opposed, 0 abstained. The motion passed.

**b. Chemistry Major, Teacher Education Sequence (Revise Sequence)—Carlson, Inti [TABLED]**

Carlson introduced the proposal and explained that the revision adds alternate course options for three courses in the sequence. For CHE 302, the proposed alternatives are CHE 302 or BSC 302, or PHY 353. It was noted that PHY 353 currently carries 1 credit hour, which would reduce the minimum total minimum credits required for the sequence from 93 to 92 credit hours. Sanchez found that a separate course change request has been submitted to increase PHY 353 from 1 to 2 credit hours; however, the change has not yet been approved. Sanchez suggested tabling the proposal until the credit hour change for PHY 353 is approved. The proposal can be brought back for a vote once the course revision is finalized.

Carlson made a motion to approve this proposal. Jasper seconded. 9 in favor, 0 opposed, 0 abstained. The motion passed.

**c. People and Org Management Undergraduate Certificate (New Certificate)—Pulley, Jasper [APPROVED with edits]**

Pulley and Jasper initiated the discussion on the proposal and asked about the need for the new certificate. Rivadeneyra explained that the proposed undergraduate certificate is intended to provide recognition for the additional courses students take to develop their skills in people and organizational management. Pulley reviewed the program requirements and raised a question regarding the order in which the courses were listed. Sanchez noted that the technical details could be revised after further discussion with Rocio. Pulley suggested including a concise summary of the requirements, such as the total number of courses needed, to make the information easier for students to understand. Sanchez indicated that a note indicating such could be added below the completion requirements section. Rivadeneyra agreed to work with Sanchez via email to make the necessary revisions.

Pulley made a motion to approve this proposal with approved edits. Carlson seconded. 9 in favor, 0 opposed, 0 abstained. The motion passed

**5. Liaison Reports:**

**a. Council on General Education (Dumancic)**

Dumancic provided an update on issues discussed at the CGE. He noted that there is currently no mechanism to align course learning outcomes with specific assignments

within the syllabus. Efforts are underway to explore on adding this functionality to the syllabus to better document the connection between outcomes and assessments.

b. Council for Teacher Education (Pulley)

Pulley indicated that there are no updates. Next meeting is on Sep 22.

**6. Miscellaneous:**

Sanchez reported that there are no proposals scheduled for review on September 16. While the committee will meet on September 9, no meeting will be held on September 16.

New committee member Zeng asked how proposal review assignments are distributed. Sanchez explained that assignments are communicated via email and noted that the agenda is the best resource for identifying proposal reviewers. Zeng also asked whether reviewers are expected only to verify credit hours and numbers or whether they should raise questions about program changes, such as the addition or removal of courses. Dumancic and Sanchez clarified that the role of the University Curriculum Committee (UCC) has been to review proposals for clarity, accuracy, and consistency with University objectives, including verifying credit hours and program requirements—Jasper and Carlson gave feedback as well. Sanchez noted that, while not required in the curriculum revision process, departments should be notified when courses are removed from a program or curriculum.

**7. Adjournment:** Jasper at 4:01 pm. Elgazzar seconded.

**Upcoming Meetings/Proposal Reviews:**

9/9/2026:

[Nursing BSN](#) (Revise Major)

[Civic Engagement Minor](#) (Revise Minor)

[Exercise Science](#) (New Sequences)