

Undergraduate Curriculum Council

Meeting Minutes*

September 10, 2025

Members Present

Christiana Keinath, Mike Stoots, Brad Edwards, Cynthia Edwards, Allen Coastes, Bill Flora, Chelsie Dubay, Daniel Hedden, Teresa Brooks-Taylor, Julie Fox-Horton, Evelyn Roach, Stacie Hill

Members Absent

T. Jason Davis (conflict), Melessia Webb (on leave)

Guests Present

None

Call to Order

The meeting was called to order at 2:00 p.m. by Chair Chelsie Dubay. The meeting was conducted virtually via Zoom. Roll was recorded.

Announcements & Updates

- **Committee Membership:** Chelsie noted that Jason Davis was absent due to a last-minute conflict. Melessia Webb is on extended leave.
- **Departmental Update:** Discussion occurred regarding leadership changes in Early Childhood Education. Pam Evanson has retired; Karen Keith is serving as interim chair.
- **Curriculum Forms Update:** William Flora, with input from Evelyn Roach and Stacie Hill, announced revisions to curriculum forms. The Academic Justification and Course Purpose sections have been combined for clarity. Substantive revision forms have been streamlined, and future updates will include dropdown menus for easier navigation. A Curriculum Innovation Center workshop is being planned to support faculty understanding of the curriculum process, catalog deadlines, prerequisites, and embedded minors.
- **Future Meetings:** Chelsie Dubay confirmed the next UCC meeting is scheduled for September 24, with proposals due September 15 and agenda to be published September 17. Proposals not addressed in this meeting (ECED items) will be added to the September 24 agenda.

Committee Actions

Program Revision – Non-Substantive: Military Science Minor

- Overview: Evelyn Roach provided an overview of the proposed revision, which removes the non-commissioning option from the Military Science minor. Currently, no students are enrolled in the non-commissioning option, and it is not available for students moving forward.
- Discussion:
 - Julie Fox-Horton asked if there were any students currently enrolled in this option. Evelyn confirmed that there were none.
 - Clarification was provided that students must pursue the commissioning pathway.
- Motion: Julie Fox-Horton motioned to approve the proposal.
- Second: Mike Stoots seconded.
- Vote: The motion passed with a vote of 7–0, with 3 non-voting members present.
- Confirmation of Criteria:
 - ✓ Proposal consistent with university goals
 - ✓ Proposal adds value to the Department of Military Science and the university
 - ✓ Learning outcomes appropriate
- Compliance Statement:

In its review, the UCC found the proposal to be consistent with university goals. It adds value to the proposing department and college. The learning outcomes are appropriate for the program.

The proposal was approved and will advance through Curriculog.

Adjournment

There being no further business, the meeting was adjourned at approximately 3:40 p.m.

*Minutes compiled by ChatGPT based on the meeting recording transcript.