

College of Liberal Arts Curriculum Committee
Minutes from the First Meeting of the Fall 2023 Semester
12:30 PM, September 6, 2023
Virtual Meeting on Zoom

Chair: Selfa A.Chew-Meléndez

I. Call to Order

- Meeting called to order at 12:33 PM

II. Quorum Call

Arthur Aguirre	<i>Leadership and Community Engagement</i>	Present
Carina Heckert	<i>Sociology and Anthropology</i>	Present
Clayton Bench	<i>Religious Studies</i>	Present
Heather Kaplan	<i>Art</i>	Present
Hilda Ontiveros	<i>Women's and Gender Studies</i>	Present
James Stratton	<i>Theatre and Dance</i>	Present
Jeffrey Sirkin	<i>Creative Writing</i>	Present
Josiah Heyman	<i>Sociology and Anthropology</i>	Present
Manuel Ramirez	<i>History</i>	Present
Melinda Tasca	<i>Criminal Justice and Security Studies</i>	Present
Meredith Abarca	<i>English</i>	Present
Richard Pineda	<i>Communication</i>	Present
Sara Potter	<i>Languages and Linguistics</i>	Present
Steven Best	<i>Philosophy</i>	Present
Susan Stanfield	<i>History</i>	Present
Takeo Hiroi	<i>Political Science and Public Administration</i>	Present
Quorum:	16	
Members Present:	16 of 19	
Guests Present:		
Carlos Chavez	<i>College of Liberal Arts- Dean's Office</i>	
Julie Rivera	<i>Office of the Provost</i>	

III. Revision and Approval of April 2023 Minutes

- Revisions: None
- Unanimous consent
- April 2023 Minutes Approved

IV. Revision and Approval of September 2023 Agenda

- Revisions: None

V. Special Business

- Presentation by Dr. Julie Rivera, Director of Academic Reports & Curriculum, on "An Overview of Policy and Procedures"
 - Curriculum and Administrative Unit Changes
 - www.utep.edu/provost/curriculum/index.html

- Topics have guidance on curriculum processes
- Useful for departments & programs to understand rules for curriculum changes and implementation
- Things To Consider:
 - Do the proposed changes fit within degree plan?
 - The documents that are required in most proposals include: a memo (in all proposals), proof of approval (in all proposals), tracked changes of an updated degree plan (in most proposals)
 - Course additions & deletions require tracked changes of a degree plan
 - Programs of Study must be included for Financial Aid calculations and changes must be part of the updated degree plan
 - All undergraduate degrees have 120 hour requirement
 - The addition/removal of prerequisites could add to the complexity of degree pathways or make it difficult for students to finish degree plans
 - Degree plans that include courses from multiple departments require approval from all departments involved
 - There are changes that do not require full curriculum approval:
 - Previous procedure involved full approval starting at the department and ending with the Faculty Senate
 - Current procedure now involves minimal approval that start with the department and end with the College
 - Example – adding/removing courses in fast-track program only need college approval; changing course prerequisites or restrictions only need college approval if they are from the same department that is requesting them
 - Degree plan changes can only be made at the start of every fall term, prerequisite changes can be made at any term
- Undergraduate Curriculum Changes Timeline
 - Total timeline – around 7 months
 - College Curriculum Approval and Faculty Senate Undergraduate Curriculum Committee Approval – 2 months
 - Faculty Senate – 2 months
 - Action Report with signature – 2 or 3 months
 - Implementation – 2 weeks
 - Most proposals are reviewed in Fall (in November or December)
 - The Course Catalog is published in April
 - Includes catalog and CAPP (degree evaluation) updates
 - Updates at the Texas Higher Education Coordinating Board (THECB)
 - Working on changing forms for new programs, not finalized yet
 - Trying to streamline forms, processing, and approval time so that timeline will be several months shorter
- Discussion during committee:

- Question from Heyman – Would removing a pre-requisite require only program approval (in a situation where the only effect is on another course in the program)?
 - Answer – No, approval comes from the Liberal Arts Curriculum Committee
- Question from Heckert – When a proposal goes before the Undergraduate Curriculum Committee, who represents the proposal?
 - Answer - Committee choice, but the person who develops the proposal should be the one to represent
- Please direct any additional questions to – Dr. Julie Rivera at jarivera6@utep.edu or curriculum@utep.edu

VI. New Business

- Department of Criminal Justice and Security Studies
 - Adding Junior or Senior Standing for CRIJ 3300
 - Discussion led by Egbert Zavala:
 - Freshman and sophomore students were enrolling in CRIJ 3300 which is an upper division course meaning there were no classification restrictions. Department would like to add classification restrictions for juniors or seniors only.
 - Motion: Unanimous consent
 - Curriculum change approved as submitted
- Department of Sociology and Anthropology
 - Course Adds in ANTH/SOCI and ANTH 4363 Name Change
 - Discussion led by Heckert:
 - Addition of three courses: ANTH/SOCI 3318 & ANTH/SOCI 3305 are transitioning from “Special Topics” to regularly offered courses because of strong enrollment. ANTH/SOCI 2317 will be cross-listed with NAIS 2300 and can fulfill elective requirements for SOCI/ANTH majors and minors. ANTH 4343 course name will be changed to reduce confusion by students who think they need a medical background to enroll in course.
 - Motion: Unanimous consent
 - Course adds and name change approved as submitted.

VII. Other Business

- No other business to discuss.

VIII. Items Laid on the Table

- Item for New Business next meeting by Chew-Melendez
 - A discussion regarding guidelines for the Liberal Arts Curriculum Committee.s

IX. Adjournment

- Meeting adjourned at 1:08 PM

Posted: 2:32 PM on September 6, 2023