

**CEHHS Undergraduate Curricular Review Committee (CRC)
MINUTES (Pending Approval)**

April 12, 2017
2:30-4:30 pm
Claxton 412

Attending:

Katie Kavanagh (NUTR – Chair Proxy for Rob Hardin); James Williams (RHTM); MariBeth Coleman (TPTE); Juli Sams (CFS); Jeffrey Fairbrother (Ex Officio)

Meeting Agenda:

- I. Welcome, call to order (Katie Kavanagh, Chair Proxy)
 - a. Katie Kavanagh (Proxy – Chair) called the meeting to order at 2:40 p.m. in Claxton 412.

- II. Approval of Minutes (Katie Kavanagh)
 - a. October 12, 2016
 - i. The October 12, 2016 meeting minutes were approved

- III. Announcements
 - a. None

- IV. Selection of Chairperson for 2017-2018
 - a. Committee nominated Rob Hardin to serve as the 2017-2018 Chairperson
 - i. Approved by acclimation

- V. Committee Representation: One department is up for rotation. Representatives will serve a 3-year term (Fall 2017 – Spring 2020)
 - a. Katie Kavanagh (NUTR)

CEHHS Undergraduate Curriculum Review Committee Members		
KRSS	Rob Hardin*	2018
RHTM	James Williams	2018
TPTE	MariBeth Coleman	2019
CFS	Juli Sams	2019
NUTR	Katie Kavanagh	2020

*Chair (2018)

- VI. Curricular Agenda
 - a. None

- VII. New Business
 - a. New Curricular Process (Dr. Fairbrother)
 - i. Changes:
 - 1. Align the CRC calendar with the catalog year approval process
 - 2. College will remove the “Dean’s Office Review” deadlines
 - 3. College support will be focused on clearer submission guidelines and early training for departments

4. College can no longer support high-volume support during short fall submission/consideration window
 - a. The goal is to help departments begin preparations in the spring and provide support early in the process
5. CRCs will be urged to adopt an approach that involves approving, tabling, or returning proposals to departments. All substantive revisions should be routed through the submission support structure provided by the associate dean's office.
 - a. Strong proposals would be approved
 - b. If agenda is too long, some proposals will be tabled and CRC can call additional meetings as needed (at discretion of CRC chairs)
 - c. Incomplete or unacceptable proposals should be returned to departments for revision and resubmitted for next agenda as long as they resubmit by the deadline provided
 - i. A proposal that is returned during the final fall meeting will moved to the next catalog cycle

VIII. Meeting adjourned at 3:13 p.m.