



**Western Connecticut State University  
Committee on Undergraduate Curriculum and Standards  
CUCAS Minutes, October 19, 2017- 9:30 AM  
CC, Room 212/214 (WS Campus)**

**2017 – 2018 Members Present:** JC Barone (A&S Faculty), Keith Gauvin (Registrar, *ex officio*), Amanda Lubell,( A&S Faculty), Josephine Hamer (A&S Dean, *ex officio*), Tom Yoon (Ansell Faculty), Rebecca Wade-Rancourt( Social Work Faculty), Patricia Ivry (Dean PS, *ex officio*), Doug O’Grady, Jerry Wilcox

**Members Not Present:** Jessica Eckstein (At-Large Faculty), David Martin (Dean Ansell, *ex officio*), Barbara Piscopo (PS Faculty), Brian Vernon (Dean, VPA)

**Guests:** Terri Small, Denise Colaianni & Missy Alexander

***Call to order at 9:30am***

**I. Minutes:**

**1. Minutes of CUCAS Meeting – September 21, 2017**

- Motion to approve: Josie Hamer, 2<sup>nd</sup> Amanda Lubell
- Discussions/Corrections: 0
- #Approved: 7 /Opposed: 0 Other:
- Minutes approved with corrections to be made. Updated minutes to be sent to JC.
- **ACTION:** Terri to submit revised minutes to JC.

**II. Announcements:**

**a. Program Learning Outcomes and Articulation Agreements: Missy Alexander**

The following two proposals were submitted:

**1) ADD – Revise Program Learning Outcomes to the Curriculum Approval Process (Sharepoint)**

Rationale: All program learning outcomes should be reflected in the catalog, The Curriculum Approval Process is the central repository for most changes in the catalog (courses descriptions, requirements etc.) Placing the program learning outcomes here will help us to document changes and insure that the catalog is up to date.



*Process: As this is a department decision, the pathway proposed is the same as that of Revisions to Course Titles. The link would be title Revise Program Learning Outcomes.*

## **2) ADD – Add Articulation agreements to the Curriculum Approval Process (Sharepoint)**

Rationale: While the CSU system has recently gone through the establishment of TAP, WCSU regularly partners with several other community college. Records of articulation agreements frequently go missing when chairs change and they miss updates alongside curriculum changes. Placing a pathway in the Curriculum Approval Process will facilitate more comprehensive record keeping and potentially trigger a review of articulation agreements when department revise their programs.

Process: As this is a department decision, the pathway proposed is the same as that of Revisions to Course Titles. The link would be title Program Articulation Agreements (Revisions or New).

### ***Takeway:***

Missy is hoping that this process will help with record keeping and create a nice pathway for the following:

Department → Provost → Information for Catalog Updates

Records of articulation will have to be in the catalog, exist in Sharepoint and have full review of faculty.

Patty Ivy suggested that changes pass through the Dean’s Office. Deans should be copied on these changes. These changes should pass through governance and the Deans be included in the signing off process.

**ACTION:** Missy to send electronic versions of Program Learning Outcomes and Articulation Agreements to JC Barone for review and edits.

- b. Governance Work Flow Redux & Sharepoint layout reviewed.**
- c. Follow up on Invitation to SGA for four student representatives, one from each school, chosen by SGA for one-year terms. (Email, appended). ACTION: No word yet – JC to follow-up.**
- d. Request for Gen Ed presentative from CUCAS. Gen Ed Committee meets every first Friday of the month at 1:30-3 pm, Haas 508.**

\* It was suggested to double-dip by using Josie Hamer as the Gen Ed Representative.



**e. Update on having a central repository (Lib Guides or other) to provide all CUCAS minutes be posted and available to read.**

1. On August 24<sup>th</sup>, as new CUCAS chair JC Barone sent a request to IT&I requesting web updates on our current membership, 2017-18 meeting dates, and minutes from the past year (2016-17). Nothing has happened yet. JC sent another email last week requesting permission for him to make the changes directly to our University CUCAS website. **ACTION** : \* Next month we will have an update.

**f. Definitions of Cognate, TAP and Articulation: These definitions were provided in the 9/21/17 minutes.**

In addition:

- 1) Articulation Agreements: Missy to check the process of articulation agreements from Institution to Institution
- 2) TAP: Keith Gauvin mentioned that there might be a change overall to the reconstruction of our community colleges. Missy explained that there might be and there might not be. Any adjustments in this process will probably be more of a “tweaking”.
- 3) TAP Website: Needs to be check for errors and to make sure articulation is accurate.

**III. Reports:**

Report from Subcommittee for Review of CUCAS bylaws: Jessica Eckstein

\*Jessica was not present. Hoping to report back in a month.

**IV. New Business:**

1. Proposal from the Health Promotion & Exercise Sciences Department
  - a. **Proposed Minor in Health Promotion Studies (General) (CD1516215) - TABLED**
  - b. Course revision: HPX 490 (CD1718013)
    - Motion to approve : Josephine Hamer, 2<sup>nd</sup> Patricia Ivy
    - Discussions/Corrections:
    - #Approved: 8 /Opposed: 0



2. Proposals from the Education & Educational Psychology Department

- a. **ED 1XX: Cadet Teacher Introductory Practicum: Part 1 (CD1718038) - TABLED**
- b. **ED 1XX: Cadet Teaching Introductory Practicum: Part 2 (CD1718039)- TABLED**

\*Great initiative. Students should have clarity on what these courses count as.

3. Proposals from the Communication and Media Arts Department

- a. **Revision of COM minor & Program Sheet (CD1617150) – TABLED**

**\*ACTION ITEM: Need clarification from the departments. JC to follow-up.**

Patty Ivy noted that these clarifications should come from representatives from education, communication and media arts.

Questions to be considered:

- 1) Should students not declare a minor until they graduate?
- 2) If they do declare a minor and not complete it, is the minor just removed at that point?
- 3) How hard is it to claim a minor?

*Meeting adjourned at 10:15 am.*