



VCU

UCC Meeting
Thursday, November 17, 2022
2:00-5:00 p.m.

<https://vcu.zoom.us/j/84091409668?pwd=NVVuK0dtVEJxSVFaOXZPRFhyRXh5dz09>

CIM Course URL: <https://next.bulletin.vcu.edu/courseadmin/>

CIM Program URL: <https://next.bulletin.vcu.edu/programadmin/>

UCC Approval Queue URL: <https://next.bulletin.vcu.edu/courseleaf/approve/>

Select Undergraduate Curriculum Committee Chair in Your Role field

Minutes

Present: Sang Ahn, Mariam Alkazemi, Robert Anderson, Caroline Budwell, Amy Burlar, Mariah Crilley, Kimberly Davis, Yonella Demars, James Gahagan, Nick Garcia, Madeline Goldman, Jared Johnson, Filipe Leitao, Katie Logan, Edna Renee Macbeth, Maureen Mathews, Misti Mueller, Teresa Nadder, Elena Olson, Faye Prichard, Kurt Stemhagen, Hong Zhao, Teri Dunnivant, Karen Cary, Barbara Judy

Guests: Leigh Ann Craig, Shaun McCracken, Marcus Messner, Jennifer Tennison, James Wiznerowicz

Absent: Moe Greene, Patrick Lowery, Catherine Viverette

I Call to Order

II Approval of Minutes

- **October 20, 2022 (APPROVED)**

III Old Business

- **School of Education**

Department of Teaching and Learning

Reviewers: Primary, Edna Renee Macbeth, Secondary, Robert Anderson

Program Changes

BSED-ECT: Early Childhood Education and Teaching, Bachelor of Science in Education (B.S.Ed.) **(APPROVED)**

BSED-ETE: Elementary Education and Teaching, Bachelor of Science in Education (B.S.Ed.) **(APPROVED)**

BSED-HPE: Health and Physical Education, Bachelor of Science in Education (B.S.Ed.) **(APPROVED)**

BSED-STE-ER: Secondary Education and Teaching, Bachelor of Science in Education (B.S.Ed.) with a concentration in engineering education **(APPROVED)**

- **School of Business**
Department of Finance, Insurance and Real Estate
Reviewers: Primary, Maureen Mathews, Secondary, Filipe Leitao
 Minor Change
 ASC: Actuarial science, minor in **(APPROVED)**

IV New Business

- **Wilder School**
LDWilder GVPA-Dean's Office
Reviewers: Primary, Hong Zhao, Secondary, Robert Anderson
 Course Changes
 CRJS 324: Courts and Sentencing **(APPROVED)**
 CRJS 335: Ethics and Decision-making in Criminal Justice **(APPROVED)**
 CRJS 355: Criminological Theory **(APPROVED)**
 CRJS 380: Research Methods in Criminal Justice **(APPROVED)**
 CRJS 480: Senior Seminar **(APPROVED)**
 Program Changes
 BS-CRJ: Criminal Justice, Bachelor of Science (B.S.) **(APPROVED)**
 BS-CRJ-XCI: Criminal Justice, Bachelor of Science (B.S.) with a concentration in forensic crime scene investigation **(APPROVED)**
- **University College**
University College-Dean's Office
Reviewers: Primary, Hong Zhao, Secondary, Robert Anderson
 New Courses
 IDST 301: Interdisciplinary Theory and Practice **(APPROVED)**
 IDST 303: Interdisciplinarity in the Professional World **(APPROVED)**
 IDST 305: Interdisciplinary Social Innovation **(APPROVED)**
Reviewers: Primary, James Gahagan, Secondary, Misti Mueller
 IDST 450: Career Readiness Synthesis **(APPROVED)**
 IDST 492: Independent Study **(APPROVED)**
 IDST 493: Internship **(APPROVED)**
 IDST 499: BIS Senior Capstone **(APPROVED)**
 Program Change
 BIS-INS: Interdisciplinary Studies, Bachelor of (B.I.S.) [University College] **(APPROVED)**
 Minor Change
 ICS: Interdisciplinary career readiness skills, minor in **(APPROVED)**
- **VCU Life Sciences**
Center for Biological Data Science
Reviewers: Primary, James Gahagan, Secondary, Misti Mueller
 Course Change
 BNFO 411: Ethical Issues in Life Sciences **(APPROVED)**

IV New Business (cont.)

- **VCU Life Sciences**
Center for Biological Data Science
Reviewers: Primary, James Gahagan, Secondary, Misti Mueller
New Courses
BNFO 315: Effective Communication in the Sciences **(APPROVED)**
BNFO 451: Genomic Medicine **(APPROVED)**
- **College of Humanities and Sciences**
School of World Studies
Reviewers: Primary, Katie Logan, Secondary, Caroline Budwell
Course Changes
RELS 301: Introduction to the Hebrew Bible **(APPROVED)**
RELS 302: Introduction to the New Testament **(APPROVED)**
RELS 409: Modern Islamic Thought and Global Trends **(APPROVED)**
RELS 441: Islamic Mysticism: the Sufis **(APPROVED)**
- **College of Humanities and Sciences**
Department of Sociology
Reviewers: Primary, Katie Logan, Secondary, Caroline Budwell
Program Change
BS-SOC: Sociology, Bachelor of Science (B.S.) **(APPROVED)**
- **College of Humanities and Sciences**
Department of Political Science
Reviewers: Primary, Katie Logan, Secondary, Caroline Budwell
New Courses
POLI 340: Feminist Political Theory **(APPROVED)**
POLI 375: Fund Development and Grant Writing **(APPROVED)**
POLI 377: European Security **(APPROVED)**
POLI 378: East Asian International Relations **(APPROVED)**
POLI 379: African Development and Democracy **(APPROVED)**
POLI 389: Politics of Immigration **(APPROVED)**
Minor Change
POS: Political science, minor in **(APPROVED)**
- **College of Humanities and Sciences**
Department of Philosophy
Reviewers: Primary, Kurt Stemhagen, Secondary, Filipe Leitao
Course Change
PHIL 490: Seminar in Philosophy **(APPROVED)**
Program Changes
BA-PHI-EY: Philosophy, Bachelor of Arts (B.A.) with a concentration in ethics and public policy **(APPROVED)**

IV New Business (cont.)

- **College of Humanities and Sciences**
Department of Philosophy
Reviewers: Primary, Kurt Stemhagen, Secondary, Filipe Leitao
Program Changes (cont.)
BA-PHI-PHLW: Philosophy, Bachelor of Arts (B.A.) with a concentration in philosophy and law **(APPROVED)**
BA-PHI-PHSC: Philosophy, Bachelor of Arts (B.A.) with a concentration in philosophy and science **(APPROVED)**
- **College of Humanities and Sciences**
Department of History
Reviewers: Primary, Kurt Stemhagen, Secondary, Filipe Leitao
Program Change
BA-HIS: History, Bachelor of Arts (B.A.) **(APPROVED)**
Minor Change
HIS: History, minor in **(APPROVED)**
New Minors
HST: History of science, technology and medicine, minor in **(APPROVED)**
TRH: Teacher preparation for historians, minor in **(APPROVED)**
- **College of Humanities and Sciences**
Department of Forensic Science
Reviewers: Primary, Kurt Stemhagen, Secondary, Filipe Leitao
Program Changes
BS-FOS-FSBY: Forensic Science, Bachelor of Science (B.S.) with a concentration in forensic biology **(APPROVED)**
BS-FOS-FSCY: Forensic Science, Bachelor of Science (B.S.) with a concentration in forensic chemistry **(APPROVED)**
BS-FOS-PHEV: Forensic Science, Bachelor of Science (B.S.) with a concentration in physical evidence **(APPROVED)**
- **College of Health Professions**
Department of Radiation Sciences
Reviewers: Primary, Mariah Crilley, Secondary, Sang Ahn
Course Change
CLRS 401: Introduction to Pediatric Sonography **(APPROVED)**
- **College of Engineering**
Department of Electrical and Computer Engineering
Reviewers: Primary, Mariah Crilley, Secondary, Sang Ahn
Course Changes
EGRE 246: Advanced Engineering Programming **(APPROVED)**
EGRE 347: Applied Embedded Programming **(APPROVED)**

IV New Business (cont.)

- **College of Engineering**
Department of Electrical and Computer Engineering
Reviewers: Primary, Mariah Crilley, Secondary, Sang Ahn
Program Changes
BS-CPE: Computer Engineering, Bachelor of Science (B.S.) (APPROVED)
BS-ELE: Electrical Engineering, Bachelor of Science (B.S.) (APPROVED)
- **College of Engineering**
Department of Computer Science
Reviewers: Primary, Mariah Crilley, Secondary, Sang Ahn
Course Change
CMSC 254: Introduction to Problem-solving (APPROVED)
New Course
CMSC 235: Computing and Data Ethics (APPROVED)
Program Changes
BS-CSC: Computer Science, Bachelor of Science (B.S.) (APPROVED)
BS-CSC-CZ: Computer Science, Bachelor of Science (B.S.) with a concentration in cybersecurity (APPROVED)
BS-CSC-DZ: Computer Science, Bachelor of Science (B.S.) with a concentration in data science (APPROVED)
BS-CSC-SWEG: Computer Science, Bachelor of Science (B.S.) with a concentration in software engineering (APPROVED)
- **College of Engineering**
Department of Chemical and Life Science Engineering
Reviewers: Primary, Mariah Crilley, Secondary, Sang Ahn
Program Change
BS-CLE-CLEL: Chemical and Life Science Engineering, Bachelor of Science (B.S.) with a concentration in life science engineering (APPROVED)
- **College of Engineering**
Department of Biomedical Engineering
Reviewers: Primary, Nick Garcia, Secondary, Amy Burlar
Course Changes
EGRB 102: Introduction to Biomedical Engineering (APPROVED)
EGRB 111: Introduction to Biological Systems in Engineering (APPROVED)
Program Change
BS-BME: Biomedical Engineering, Bachelor of Science (B.S.) (APPROVED)

IV New Business (cont.)

- **School of Education**

- Department of Teaching and Learning**

- Reviewers: Primary, Nick Garcia, Secondary, Amy Burlar**

- Course Changes

- TEDU 320: ACE Prep Group Exercise (APPROVED)

- TEDU 321: ACE Prep Personal Training (APPROVED)

- TEDU 431: Early Childhood Education Practicum II (APPROVED)

- TEDU 441: Elementary Education Practicum II (APPROVED)

- TEDU 474: Elementary Internship II (Grades 3-5) (APPROVED)

- TEDU 475: Internship II (Grades 1-3) (APPROVED)

- TEDU 479: Internship II for Engineering Education (APPROVED)

- TEDU 495: Field Experience II (APPROVED)

- Reviewers: Primary, Maureen Mathews, Secondary, Catherine Viverette**

- New Courses

- TEDU 211: Censored in School: Banned Books (APPROVED)

- TEDU 212: Creating Digital Art and Music Through Computer Coding (APPROVED)

- **School of Education**

- Department of Foundations of Education**

- Reviewers: Primary, Maureen Mathews, Secondary, Catherine Viverette**

- Course Changes

- EDUS 202: Diversity, Democracy and Ethics (APPROVED)

- EDUS 301: Human Development and Learning (APPROVED)

- EDUS 304: Educational Psychology for Teacher Preparation (APPROVED)

- **School of Education**

- Department of Educational Leadership**

- Reviewers: Primary, Maureen Mathews, Secondary, Catherine Viverette**

- Course Changes

- ADLT 300: Introduction to Human and Organizational Development (APPROVED)

- ADLT 301: Adult Learning Theory and Practice (APPROVED)

- ADLT 302: Basics of Instructional Design for Adult Learners (APPROVED)

- ADLT 303: Facilitation Skills for Human and Organizational Development (APPROVED)

- ADLT 304: Designing Online Learning for Adult Learners (APPROVED)

- Reviewers: Primary, Elena Olson, Secondary, Teresa Nadder**

- ADLT 400: Developing Intercultural Competencies in the Workplace: Diversity, Inclusion and Equity (APPROVED)

- ADLT 401: Organizational Development and Change (APPROVED)

- ADLT 404: Team Learning and Development (APPROVED)

- ADLT 405: Project Management in Learning and Development (APPROVED)

- ADLT 406: Consulting Skills in Adult Learning Environments (APPROVED)

- ADLT 490: Internship in Human and Organizational Development (APPROVED)

IV New Business (cont.)

- **School of Education**
Department of Counseling and Special Education
Reviewers: Primary, Elena Olson, Secondary, Teresa Nadder
Course Changes
CLED 405: A Survey of Career Counseling (APPROVED)
ECSE 499: Student Teaching in Early Intervention/Early Childhood Special Education (APPROVED)
SEDP 415: Action Research in Education and Special Education: Capstone Project (APPROVED)

- **da Vinci Center**
da Vinci Center-Dean's Office
Reviewers: Primary, Kimberly Davis, Secondary, Jared Johnson
New Courses
INNO 493: Internship in Product Innovation (APPROVED)
VNTR 493: Internship in Venture Creation (APPROVED)
Program Change
CUG-VCR: Venture Creation, Certificate in (Undergraduate certificate) (APPROVED)

- **School of Business**
Department of Marketing
Reviewers: Primary, Kimberly Davis, Secondary, Jared Johnson
Course Change
MKTG 448: Digital Marketing (APPROVED)
New Course
MKTG 360: Social Media Research (APPROVED)
Concentration Closure
BS-MKT-IMCM: Marketing, Bachelor of Science (B.S.) with a concentration in integrated marketing communications (APPROVED)

- **School of Business**
Department of Management and Entrepreneurship
Reviewers: Primary, Kimberly Davis, Secondary, Jared Johnson
Concentration Closures
BS-BUS-BMEG: Business, Bachelor of Science (B.S.) with a concentration in business administration and management/entrepreneurship and small business management (APPROVED)
BS-BUS-MGEB: Business, Bachelor of Science (B.S.) with a concentration in management/entrepreneurship and small business (APPROVED)

IV New Business (cont.)

- **School of Business**
Department of Information Systems
Reviewers: Primary, Kimberly Davis, Secondary, Jared Johnson
Course Change
INFO 370: Fundamentals of Data Communications (APPROVED)
- **School of Business**
Business-Dean's Office
Reviewers: Primary, Kimberly Davis, Secondary, Jared Johnson
New Courses
SPTL 240: Sport Media and Communications (APPROVED)
Reviewers: Primary, Yonella Demars, Secondary, Edna Renee Macbeth
SPTL 246: Sport and Fitness Facilities and Event Management (APPROVED)
SPTL 332: The Business of Sport and Fitness (APPROVED)
SPTL 333: Sport and Fitness Marketing (APPROVED)
New Minor
SFM: Sport and fitness management, minor in (TABLED)
- **School of Business**
Department of Accounting
Reviewers: Primary, Yonella Demars, Secondary, Edna Renee Macbeth
Concentration Closure
BS-ACC-DQ: Accounting, Bachelor of Science (B.S.) with a concentration in data analytics (APPROVED)
- **School of The Arts**
Department of Theatre
Reviewers: Primary, Yonella Demars, Secondary, Edna Renee Macbeth
Course Changes
THEA 110: Improvisation (APPROVED)
THEA 215: Live Theatre Now (APPROVED)
THEA 228: Introduction to Costume Design (APPROVED)
- **School of The Arts**
Department of Music
Reviewers: Primary, Yonella Demars, Secondary, Edna Renee Macbeth
Course Changes
MHIS 115: Fundamental Musicianship (APPROVED)
MHIS 251: American Popular Music (APPROVED)
Reviewers: Primary, Madeline Goldman, Secondary, Mariam Alkazemi
MHIS 252: Soundscapes (APPROVED)

IV New Business (cont.)

- **School of The Arts**
Department of Craft and Material Studies
Reviewers: Primary, Madeline Goldman, Secondary, Mariam Alkazemi
Course Change
CRAF 447: Ceramic Technology: Claybodies and Glaze Formulation **(APPROVED)**
- **School of The Arts**
Arts-Dean's Office
Reviewers: Primary, Madeline Goldman, Secondary, Mariam Alkazemi
Course Changes
CINE 100: Visual Storytelling I **(APPROVED)**
CINE 101: Visual Storytelling II **(APPROVED)**
CINE 200: Cinema Form and Concept I **(APPROVED)**
CINE 201: Cinema Form and Concept II **(APPROVED)**
CINE 300: Cinema Form and Concept III **(APPROVED)**
CINE 301: Cinema Form and Concept IV **(APPROVED)**
CINE 390: Digital Cinema Production Intensive I **(APPROVED)**
CINE 490: Digital Cinema Production Intensive II **(APPROVED)**
Program Change
BA-CIN: Cinema, Bachelor of Arts (B.A.) **(APPROVED)**
- **College of Humanities and Sciences**
Department of Statistical Sciences and Operations Research
Reviewers: Primary, Elena Olson, Secondary, Teresa Nadder
Program Changes
BS:MS MAS:S: Accelerated opportunities tab for math sciences/operations research **(APPROVED)**
BS:MS MAS:S: Accelerated opportunities tab for math sciences/statistics **(APPROVED)**
- **College of Humanities and Sciences**
Department of Forensic Science
Reviewers: Primary, James Gahagan, Secondary, Misti Mueller
Program Change
BS:MS FOS: Accelerated opportunities tab for forensic science **(APPROVED)**

V Consent Agenda

Program Changes

General Education Adjustments for Racial Literacy Foundations Requirement

Reviewers: Full Committee

- **Wilder School**
LDWilder GVPA-Dean's Office
BA-HSP-X: Homeland Security and Emergency Preparedness, Bachelor of Arts (B.A.) **(APPROVED)**
BS-UBR-X: Urban and Regional Studies, Bachelor of Science (B.S.) **(APPROVED)**
- **College of Humanities and Sciences**
Department of Physics & Physical Science
BS-PHY: Physics, Bachelor of Science (B.S.) **(APPROVED)**
- **College of Humanities and Sciences**
Department of Philosophy
BA-PHI: Philosophy, Bachelor of Arts (B.A.) **(APPROVED)**
- **College of Humanities and Sciences**
Humanities-Dean's Office
BS-ECO-HS: Economics, Bachelor of Science (B.S.) [College of Humanities and Sciences] **(APPROVED)**
- **College of Health Professions**
Department of Radiation Sciences
BS-CRS-DM: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in diagnostic medical sonography **(APPROVED)**
BS-CRS-DMSM: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in diagnostic medical sonography (second modality) **(APPROVED)**
BS-CRS-RD: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in radiography **(APPROVED)**
BS-CRS-RDDC: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in radiography (degree completion) **(APPROVED)**
BS-CRS-RT: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in radiation therapy **(APPROVED)**
BS-CRS-RTDC: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in radiation therapy (degree completion) **(APPROVED)**
BS-CRS-RTSM: Clinical Radiation Sciences, Bachelor of Science (B.S.) with a concentration in radiation therapy (second modality) **(APPROVED)**

V Consent Agenda (cont.)

Program Changes (cont.)

General Education Adjustments for Racial Literacy Foundations Requirement

Reviewers: Full Committee

- **College of Health Professions**
Health Professions-Dean's Office
BS-HSV: Health Services, Bachelor of Science (B.S.) (APPROVED)
- **College of Engineering**
Department of Chemical and Life Science Engineering
BS-CLE-CLEC: Chemical and Life Science Engineering, Bachelor of Science (B.S.) with a concentration in chemical engineering (APPROVED)
- **School of the Arts**
Department of Theatre
BFA-THE-CDTP: Theatre, Bachelor of Fine Arts (B.F.A.) with a concentration in costume design/technical production (APPROVED)
BFA-THE-LDTP: Theatre, Bachelor of Fine Arts (B.F.A.) with a concentration in lighting design/technical production (APPROVED)
BFA-THE-SDTP: Theatre, Bachelor of Fine Arts (B.F.A.) with a concentration in scene design/technical production (APPROVED)
BFA-THE-SMTP: Theatre, Bachelor of Fine Arts (B.F.A.) with a concentration in stage management/technical production (APPROVED)
- **School of the Arts**
Department of Music
BA-MUS: Music, Bachelor of Arts (B.A.) (APPROVED)
- **School of the Arts**
Department of Graphic Design-Qatar
BFA-GDS-QTR: Graphic Design, Bachelor of Fine Arts (B.F.A.) [VCUQ] (APPROVED)
- **School of the Arts**
Department of Arts-Qatar Dean's Office
BFA-PAP-QTR: Painting and Printmaking, Bachelor of Fine Arts (B.F.A.) [VCUQ] (APPROVED)
- **School of the Arts**
Department of Art Education
BFA-ART-EA: Arts, Bachelor of Fine Arts (B.F.A.) with a concentration in art education (APPROVED)

V Consent Agenda (cont.)

Course Inactivations

Reviewers: Full Committee

- **College of Humanities and Sciences**

- **School of World Studies**

- RELS 101: Introduction to Religious Studies (APPROVED)

- RELS 201: Biblical Hebrew (APPROVED)

- RELS 202: Biblical Hebrew (APPROVED)

- RELS 303: Intertestamental Literature and Thought (APPROVED)

- RELS 313: Life and Literature of Paul (APPROVED)

- RELS 314: Jesus in the New Testament (APPROVED)

- RELS 372: Global Women's Spirituality (APPROVED)

- RELS 373: Gender and the Bible (APPROVED)

- RELS 442: Seminar in Hinduism (APPROVED)

- RELS 455: Catholic Ethics and Social Justice (APPROVED)

- **School of the Arts**

- **Department of Theatre**

- THEA 113: Introduction to Acting I (APPROVED)

- THEA 114: Introduction to Acting II (APPROVED)

- THEA 212: Introduction to Drama II (APPROVED)

- THEA 292: Independent Study in Theatre (APPROVED)

- THEA 311: Advanced Movement for the Actor I (APPROVED)

- THEA 312: Advanced Movement for the Actor II (APPROVED)

- THEA 338: Technical Direction I (APPROVED)

- THEA 348: Furniture Repair and Upholstery (APPROVED)

- THEA 371: Mechanical Design for the Stage (APPROVED)

- THEA 372: Control Systems for Entertainment (APPROVED)

- THEA 386: Property Design and Construction (APPROVED)

- THEA 392: Independent Study in Theatre (APPROVED)

- THEA 403: History of Dramatic Literature (APPROVED)

- THEA 404: History of Dramatic Literature (APPROVED)

- THEA 409: Advanced Technical Solutions (APPROVED)

- THEA 415: The Business of Theatre (APPROVED)

- THEA 424: Modern Drama (APPROVED)

- THEA 432: Stage Management: Music Theory (APPROVED)

- THEA 433: Stage Management: Musical Theatre and Opera (APPROVED)

- THEA 434: Stage Management: Maintaining and Remounting Productions (APPROVED)

- THEA 494: Professional Internship (APPROVED)

- THEZ 221: Introduction to Scene Design Laboratory (APPROVED)

- THEZ 223: Practicum in Theatre Technology Laboratory (APPROVED)

- THEZ 224: Practicum in Theatre Technology Laboratory (APPROVED)

V Consent Agenda (cont.)

Course Inactivations (cont.)

Reviewers: Full Committee

- **School of the Arts**
Department of Theatre (cont.)
 - THEZ 225: Basic Stage Electronics-Lighting Laboratory (APPROVED)
 - THEZ 228: Basic Stage Costuming and Make-up Laboratory (APPROVED)
 - THEZ 229: Introduction to Lighting Design Laboratory (APPROVED)
 - THEZ 305: Scene Design Laboratory (APPROVED)
 - THEZ 306: Scene Design Laboratory (APPROVED)
 - THEZ 321: Research Techniques for Costume Design Laboratory (APPROVED)
 - THEZ 322: Research Techniques for Costume Design Laboratory (APPROVED)
 - THEZ 323: Practicum in Advanced Theatre Technology (APPROVED)
 - THEZ 324: Practicum in Stage Lighting (APPROVED)
 - THEZ 326: Theatrical Sound Design Laboratory (APPROVED)
 - THEZ 407: Advanced Scenic Technique Laboratory (APPROVED)
 - THEZ 421: Advanced Costume Design Laboratory (APPROVED)
 - THEZ 422: Advanced Costume Design Laboratory (APPROVED)
 - THEZ 429: Advanced Lighting Design Laboratory (APPROVED)
- **School of the Arts**
Department of Craft and Material Studies
 - CRAF 446: Glaze Technology (APPROVED)

VI Discussion Item

- **Chair-elect**

The current chair summarized the typical duties of the chair which included but are not limited to reviewing all proposals, identifying agenda items, conducting meetings, addressing items that come up between meetings and approving proposals in CIM. The chair again asked for volunteers from the committee who are faculty. The chair indicated that questions could be sent to her or Barbara. A committee member expressed interest in shadowing the current chair to get a better understanding of the duties and responsibilities of the chair. Their interest in volunteering as chair-elect will be reassessed at the next meeting.