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CURRICULUM SUBCOMMITTEE

APPROVED

MINUTES OF MEETING: September 15, 2020

**PRESENT:** J. Anderson, D. Finocchiaro, M. Garcia, J. Marsh, N. Martin, M. Ramirez, A. Snow, A. Tailakh,  
E. Tam, Z. Ye

**EXCUSED ABSENCE:** K. Yamazaki

1. **Call to Order**

J. Marsh called the meeting to order.

2. **Announcements**

None

3. **Intent to Raise Questions**

None

4. **EPC Liaison Report**

D. Finocchiaro submitted report

5. **Approval of the Agenda**

M/s/p to approve the Agenda for 09.15.2020

6. **Approval of the Minutes**

M/s/p to approve the Minutes for 09.01.2020

7. **Curriculum**

None

8. **New Business**

None

9. **Old Business**

- a. *Curriculum Updates* – E. Tam – Deadline to submit course proposals for Fall 2020 was September 14, 2020. A help guide on how to clear “502 Bad Gateway” error is available on the Undergraduate Studies website.
- b. *Policy for online/hybrid courses* – The committee began discussion of this item and reviewed the Technologically Mediated Courses document. The committee will also reach out to AIRS to expand or improve this document.
- c. *Curriculum language and terminology* – The committee began discussion of this item and will work on developing standardized language for programs. For example:
  - Core – Common courses every student must take for a degree
  - Required – use for Option courses
  - Difference between Free Electives and Directed Electives

10. **Adjournment**

The meeting adjourned at 11:30 am