

**Minutes**  
**Graduate Council Curriculum Committee**  
**September 9, 2020**  
**2:30 p.m., Zoom**

**Members Present:** Art Weeks, Jihe (Jackie) Zhao, Alex Rubenstein, Terrie Sypolt, Wei Wei, Axel Schülzgen, Francisco Guido-Sanz, J. Marla Toyne, Gergana Vitanova, Bruce Caulkins, Olga Molina, Elsie Olan

**Administrators and Guests Present:** Devon Jensen, Sevil Sonmez, Alan Fyall, Laurie von Kalm, Glenn Lambie, Jim Moharam, Ali Gordon, Brandy Pieper

**Recorder:** Emily Stettner

**Welcome and call to order.** Dr. Elsie Olan, chair, called the meeting to order at 2:33p.m. and welcomed the committee and administrators. A quorum was established.

**Election of Vice Chair.** The committee took nominations from the members for the Vice Chair role. Terrie Sypolt volunteered and was elected unanimously as the Vice Chair for the 2020-2021 academic year.

**Proxy voting.** Proxy voting was discussed. The members were generally opposed to having proxy votes and voted against this procedure.

**Graduate Council Curriculum Committee Overview.** A presentation was given by Emily Stettner and Dr. Jensen informing the Committee members and administrators of the charge of the Committee, their roles, and actions that will be taken over the next year. The Graduate Council website was displayed. The Committee reviewed best practices and a document of sample questions that the members can use while reviewing proposals. The Committee reviewed a sample proposal to practice the evaluation process and discussed sample questions that would best clarify information on the proposal.

**Adjournment.** The meeting adjourned at 3:34p.m. The next meeting is scheduled for September 23, 2020.