

## ***Directors of Undergraduate Studies Meeting—December 2024***

### **Meeting Notes**

Tuesday, December 3, 2024

10:00-11:30 AM

UCC 2520D

- Welcome
- Announcements  
*Cornelia Lang, Associate Dean, Undergraduate Education, CLAS*
  - Applications to a teach First-Year Seminars in Fall 2025 will open on December 10. Associate Dean Lang explained that we would love to have more of these courses offered by faculty about their academic areas of expertise and interest. In recent years there has been many FYs about college life, academic skills, and career-focused topics, and while these seminars are useful, we are now a bit under-subscribed in certain academic areas, especially the sciences. These courses earn students one semester hour of credit and can be scheduled several different ways to fit in instructors' schedules.
  - There are several student opportunities to be aware of, with deadlines in late January or early February:
    - [The Stevens Phi Beta Kappa Scholarship](#) is for high-achieving students in the sciences. It is awarded each year to a junior for use during their senior year, and applicants do not have to be Phi Beta Kappa members.
    - [The Hancher-Finkbine Medallion](#) is awarded through the Division of Student Life to selected students, faculty, staff, and alumni. The nomination criteria emphasize "learning, leadership, and loyalty."
  - SPOT forms are now open for Fall 2024 courses.
  - Grades are due after Christmas this year (12/27), later than usual.
  - Associate Dean Lang passed along several announcements from the Dean of Students:
    - We have a [Food Pantry](#) and a [Clothing Closet](#) on campus, and the Clothing Closet is currently holding a clothing drive to collect donations of warm winter items. See their website for the items most needed by students and an Amazon Wish List.
    - The new student app has been popular among students; faculty will be receiving more information about it shortly.
    - In response to some questions she has received, Associate Dean Lang explained that the cultural houses are official student organizations, and as such, they are explicitly excluded from the definition of a DEI office under the new law. The university can continue to maintain these

physical structures because the spaces are available to all student organizations and all members of the campus community. Faculty present at the DUS meeting asked where they could learn more about the new law, and Associate Dean Lang referred them to a presentation by Liz Tovar, Executive Officer and Associate Vice President, Division of Access, Opportunity, and Diversity. Contact your DEO if you have not seen this presentation and would like the information Dr. Tovar presented.

- Presentation: Curricular Change  
*Liz Lundberg, Associate Director, Curriculum and Instruction, CLAS UP*
  - This presentation included information about:
    - Adding, dropping, revising courses in the Course Library
      - Process and timing
    - Inactive Course Review
      - What it is, why and when we do it
    - Applying for General Education status for a course
      - Process, what to include in an application
    - Significant vs. insignificant changes to curriculum
    - Changing a program of study (POS)'s requirements
    - Adding or closing subprograms, changing subprograms' names
    - Opening, closing, or moving a minor, certificate, or major
    - The steps involved in different types of changes, ranging from working with college committees and the Registrar's Office to asking for authorization from the Provost's Office and the Iowa Board of Regents
    - The General Catalog editing and publication cycle
    - What the College and the Registrar's Office look for when reading catalog pages, and why the catalog is important
  - Several guests from the Office of the Registrar were present at the meeting as well, to answer questions as they came up: thank you to Sara Morelli (Senior Associate Registrar, Curriculum & Academic Systems), Brittany Benda (Associate Registrar, Curriculum & Academic Systems), Emily Johnson (Associate Registrar, Curriculum & Academic Systems), and Chelsea Burk-Betts (Editor, General Catalog)
  - If you have curricular questions for CLAS, please email [clas-curriculum@uiowa.edu](mailto:clas-curriculum@uiowa.edu). If you have questions for the Registrar's Office, please consult this contact page to find the most appropriate contact: <https://registrar.uiowa.edu/contact>.