

The College of Liberal Arts and Sciences  
The Undergraduate Educational Policy and Curriculum Committee

**Minutes**

240 SH

May 8, 2025

*Attending:* Cornelia Lang (chair), Asha Bhandary, Rodica Curtu, Megan Gogerty, Liz Lundberg (staff), Emilie Maurel-Destruel, Julianna Pacheco, Sanvesh Srivastava, DeAndre Steger, Amy Strathman, Rachel Young

*Absent:* none

1. First Liz Lundberg (Associate Director, Curriculum and Instruction, CLAS Undergraduate Programs) presented revisions to the CLAS syllabus template to take effect for fall 2025.

One change is that, following best practices for accessibility, the syllabus template now uses Word's built-in headings feature. Doing so makes the document more easily navigable by screen readers, but the committee discussed the possible inconvenience or labor of this change for instructors not used to using this feature in Word.

One suggestion by the committee, for helping instructors with multiple items on this list, was to send and post a changelog document with the syllabus template, and to make sure instructors know they can start from either the template or their previous syllabus, depending which way would require fewer edits. Liz will communicate these things, including specifics about all the changes to the template, when she posts it to the [CLAS resource website](#) and sends it out via CLAS Business Update.

2. Next Liz presented some forthcoming changes to the timeline and process for proposing curricular and structural changes within CLAS. Beginning in fall 2025, CLAS will consider October 1 the deadline for submitting an initial intake form regarding proposed changes to undergraduate programs that departments wish to go into effect the following fall. (Graduate program changes go through the Graduate College and may have different deadlines.) Liz is developing the intake form, which will be located on the [CLAS resource website](#) and will provide information about which types of changes require collegiate approval. After a department completes the initial form, Liz will work with them to schedule any required committee meetings and obtain required approvals. Because the catalog editing window runs from early November to early February, the hope is that this timing will allow for enough time to make the changes within that catalog cycle. Proposals submitted after October 1 each year will still follow the same process, but with an effective date of the following catalog cycle, with the intended effect of spacing curricular projects over the year and allowing enough time for each one.
3. Next the committee followed up on the conversation about undergraduate TAs and graders from the previous week. The committee voted, and they approve changing CLAS's policy around the use of undergraduate students for TA and grader positions, using the criteria and rules Associate Dean Lang presented (to be posted in CLAS's policies and circulated through CLAS Business Update). Before the change can be implemented, CLAS will follow

up with Human Resources and with the Office of the Provost's campus-wide committee studying undergraduate TA roles, to standardize some recommendations.

4. Finally, the committee reviewed and approved the minutes from April 10, April 17, and April 24. The minutes from May 1 and May 8 will be approved by email, because this is the final meeting of the semester. All approved minutes can be found [here](#).

Respectfully submitted,

Amy Strathman  
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Department of Chemistry