



College of Liberal Arts and Sciences

Undergraduate Programs

University of Iowa

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Directors of Undergraduate Studies Meeting—May 2025

Meeting Notes

Wednesday, May 7, 2025

2:00 PM-3:00 PM

UCC 2520D

1. Welcome
2. Liz Lundberg, Associate Director for Curriculum and Instruction, presented the most recent revisions to the [CLAS syllabus template](#). These updates include:
 - a. Separating some links and resources into their own document
 - b. Requiring the use of headers for compliance with federal accessibility regulations
 - c. Adding information about final examination time options
 - d. Requiring the inclusion of learning outcomes
 - e. Requiring an AI policy
 - f. Adding instructions around attendance and accommodation policies, encouraging students to discuss needs with instructors and clarifying that these policies apply to all types of accommodations
 - g. Suggesting ways to shorten syllabi and remove details, particularly around assignment descriptions and reading schedules/calendars, by moving this information into separate documents or the course ICON page

There was a discussion about the need for a running changelog; Liz will create one. There was also a discussion about the level of detail required/suggested in syllabi; Liz will revise to clarify what is required and what is merely suggested.

3. Liz then explained a new [process, deadline, and intake form](#) for proposed curricular and structural changes to undergraduate CLAS programs, beginning in fall 2025. The form will be sent via CLAS Business Update when it is live and ready for use. The deadline will be October 1 of each year, meaning that only forms received on or before that date will be considered for implementation the following academic year. Anything submitted after that date will be considered for the academic year after that one. (A submission on October 1, 2025 will be considered for fall 2026 implementation; a submission on October 2, 2025 will be considered for fall 2027 implementation.)