

Curriculum and Policies Subcommittee Meeting Minutes

January 20, 2026

Voting Members Present: Elizabeth Ghartey, Michelle Halla, John Leafgren, Ally Roof, Dereka Rushbrook, Christopher Sanderson, Amanda Soka, Jeremy Vetter, Eddy White

Non-voting Members Present: Sharon Aiken-Wisniewski, John Kramkowski, Cassidy Salazar, Caleb Simmons, Abbie Sorg, Alex Underwood

Chair Ally Roof called the meeting to order at 3:38 p.m. A quorum was established with 8 voting members; one additional member joined after the meeting was called to order.

- I. **Approval of Curriculum & Policies Subcommittee meeting minutes, 12/2/2025**
Eddy White motioned to accept the meeting minutes from 12/2/2025. John Leafgren seconded the motion. The motion passed with 8 votes in favor.

- II. **Discussion Items**

- A. **Substitutions for Approved General Education Courses**

Presenter: Ally Roof

The policy proposal would appoint the Office of General Education as the approver of substitutions for GE courses. By having a central approver instead of each college making the determination, there would be more consistency around the types of courses approved as substitutions. Under the current policy, a college could deny a formerly-approved substitution when a student changed majors. Under the policy revision, courses deemed acceptable substitutions would not be “uncompleted” when a student changed programs, providing a more consistent general education experience. It was clarified that the policy proposal referred only to general education substitutions, and would not impact advisors’ determination of transfer credit being applied toward general education.

Discussion began:

- If the same course was requested as a substitution by multiple students, at what point would OGE consider reclassifying the course as an approved general education course? Would repeat requests be monitored?
 - Because the process has been decentralized until now, there hasn’t been a way to compare which courses were repeatedly requested. Advising’s audit of course substitutions could better inform this. Going forward with a single central body reviewing the requests, this information would be easier to track. However, for a course to have general education designation, it would still need to go through the standard course approval process. If the same course was requested as a substitution multiple times, OGE could potentially reach out to the offering department to see if there was interest in submitting a proposal for the course to become an official GE course.

- The policy proposal lacked clear instructions to students on how to request a substitution. Was that process initiated through their advisor?
 - Because that information was procedural rather than actual policy, the Office of General Education would be asked to create a webpage with information on initiating a request for course substitution. This page could be linked to in the policy as a resource.
- UWGEC would be consulted on the general parameters of how substitutions were granted. Case-by-case determinations would still be made by OGE, as it would be best not to wait for a committee to convene in order to make less significant determinations.
- Advising was still in the process of auditing substitutions made by advisors, but was there any significant information emerging from the data so far? Should the policy proposal wait until after all data was available to help inform the next steps?
 - Initial data did not show a significant amount of exceptions or substitutions granted for general education courses. More substitutions and exceptions were being made for major requirements. The policy should not be held up for the audit results.
 - Next year it would be necessary to implement a tangential policy on how major and minor course substitutions were handled. The audit data would help inform that policy.

Dereka Rushbrook motioned to approve the policy proposal, and Elizabeth Ghartey seconded the motion. The motion passed unanimously with 9 votes in favor.

B. Undergraduate Course Syllabus Policy

Presenter: Ally Roof

The policy proposal had been updated in response to discussions from the December subcommittee meeting, including: the deadline for posting a course syllabus (2 days prior to the drop deadline), removing the requirement for GTA contact information, making instructor phone numbers optional, adjusting the absence and participation language based on a course being synchronous/asynchronous, adding context to the URL for policies and resources, and further developing the section on Individualized Learning Contracts.

Discussion began:

- After the draft was published to the agenda, an additional change was made that had been previously requested: contracts would include the amount of units that students expected to earn.
 - Many of the courses that utilized contracts had variable units, so this was an important inclusion.
- It would make sense for the contract section to list the URL for university policies to mirror the syllabus section.

- By referring to “applicable” university policies, it would encourage faculty to consider which policies should be called out for the particular course. Even if a policy was not listed on the contract, students were still subject to it.
- Did course descriptions in the catalog change each semester? There were some courses listed that hadn’t been offered in years.
 - Updates to courses had to go through a time-consuming approval process, so information like “typically offered” often became outdated.
 - There was currently a project underway exploring how to display typically offered information for courses, such as displaying when it has been offered in recent years instead of relying on faculty to maintain when it was offered. Changes to course descriptions would still need to go through the standard approval process.
- Several subcommittee members felt it was still necessary to maintain a syllabus template in addition to the policy, to give faculty a starting point.

Elizabeth Ghartey motioned to approve the policy proposal and template with the suggested changes, and Eddy White seconded the motion. The motion passed with 9 votes in favor.

The meeting was officially adjourned at 4:10 PM. The next subcommittee meeting will be held on February 17, 2026.

Respectfully submitted by Cassidy Salazar, 1/27/2026