

5 September 2023

**TO:** **Undergraduate Studies Council Members:** Jessica Birnbaum, Carrie Cumming, Lisa DeChano-Cook, Lori Gray, Tomika Griffin-Brown, Carly Hagins, Irma Lopez, Dave Karowe, Dawn Mason, Susan Piazza, Jill Rowe, Abdus Salam, Scott Slawinski, Sue Steuer  
**Advisory Member:** Colleen Stano  
**Ex Officio:** Sarah Summy, Faculty Senate President  
**Guest:** Kirsty Eisenhart, Member, Intellectual Skills Program Advisory Committee; Timothy Palmer, Co-Chair, Service-Learning Course Approval Committee; Melinda Holohan, Chair, Transfer of Credit Committee

**FROM:** Diane Riggs, Chair

**Undergraduate Studies Council  
REVISED AGENDA**

Tuesday, 12 September 2023, 3 to 5 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - a. Undergraduate Studies Council – 11 April 2023 Minutes
4. **Undergraduate Studies Council 2023-24 Charges – Summy**
5. **Reports of Officers**
  - a. Chair Report – Riggs
  - b. Ex Officio Report – Summy
6. **Reports of University Representatives**
  - a. Curriculum Manager – DeChano-Cook
  - b. Academic Advising, Merze Tate College – Griffin-Brown
7. **Reports of Councils/Committees Standing Committee(s)**
  - a. Intellectual Skills Program Advisory Committee – Eisenhart
  - b. Service-Learning Course Approval Committee – Palmer
  - c. Transfer of Credit Committee – Holohan
8. **Unfinished Business**
9. **New Business**
  - a. Transfer of Credit Committee 2023-24 Charges – Riggs
  - b. Transfer of Credit Committee Membership – Riggs
10. **Announcements**
11. **Adjournment**

***COUNCILS ONLY: Elected members who cannot attend the meeting are asked to send a substitute of their choice who also represents their respective college. Non-elected members are not restricted as to whom they may designate to substitute for them.***