

7 September 2022

**TO: Undergraduate Studies Council Members:** Jessica Birnbaum, Carrie Cumming, Clifton Ealy, Lori Gray, Carly Hagins, Irma Lopez, Dawn Mason, Jill Rowe, Scott Slawinski, Sue Steuer, Nicolas Witschi,  
**Advisory Member:** Colleen Stano, Edwin Martini  
**Ex Officio:** Lisa DeChano-Cook

**GUEST(S):** Sarah Summy, Faculty Senate President; Scott Hennessey, Chair, Transfer of Credit Committee; Shawn Tenney, Chair, Service Learning Course Approval Committee; Kristy Eisenhart, Chair, Intellectual Skills Program Advisory Committee

**FROM:** Diane Riggs, Chair

**Undergraduate Studies Council  
REVISED AGENDA**

13 September 2022, 3 to 5 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Election of Officer – DeChano-Cook**
  - a. Secretary
4. **Approval of Minutes**
  - a. Undergraduate Studies Council – 2 May 2022 Minutes
5. **Reports of Officers**
  - a. Undergraduate Studies Council 2022-23 Charges - Summy
  - b. Chair Report – Riggs
  - c. Ex Officio Report – DeChano-Cook
6. **Reports of University Representatives**
  - a. Interim Curriculum Manager – Witschi
    - i. Curriculog Training
  - b. Vice Provost and Dean, Merze Tate College – Martini
7. **Reports of Councils/Committees Standing Committees**
  - a. Intellectual Skills Program Advisory Committee – Eisenhart
  - b. Service-Learning Course Approval Committee – Tenney
  - c. Transfer of Credit Committee – Hennessey
8. **Unfinished Business**
9. **New Business**
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.***