

4 October 2022

TO: Undergraduate Studies Council Members: Jessica Birnbaum, Carrie Cumming, Clifton Ealy, Lori Gray, Carly Hagins, Irma Lopez, Colin MacCreery, Dawn Mason, Susan Piazza, Jill Rowe, Scott Slawinski, Sue Steuer, Nicolas Witschi

Advisory Member: Edwin Martini

Ex Officio: Lisa DeChano-Cook

GUEST(S): John Miller, Ad Hoc Syllabus Committee

FROM: Diane Riggs, Chair

**Undergraduate Studies Council
REVISED AGENDA**

11 October 2022, 3 to 5 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
 - a. Undergraduate Studies Council – 13 September 2022 Minutes
4. **Reports of Officers**
 - a. Chair Report – Riggs
 - b. Ex Officio Report – DeChano-Cook
5. **Reports of University Representatives**
 - a. Curriculum Manager – Witschi
 - b. Vice Provost and Dean, Merze Tate College – Martini
6. **Unfinished Business**
7. **New Business**
 - a. MOA-20/03: Syllabus Template – Miller
 - b. Procedures for considering proposals checklist – Riggs
 - c. 2022-23 charges for subcommittees – Riggs
 - d. Appoint USC liaisons to subcommittees – Riggs
8. **Announcements**
9. **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.