

Colorado School of Mines – UNDERGRADUATE COUNCIL MEETING MINUTES
 August 28, 4:00 – 5:00 pm, via Zoom

Attendees:

Voting Members: 15 total (10 needed for quorum). Quorum was present.

P	Ventzi Karaivanov (chair)	P	Erik Menke (CH)	P	Adam Olsen (LB)	P	Rennie Kaunda (MN)
P	Michael Barankin (CBE)	P	Jeremy Suiter (EB)	P	Gerald Bourne (MME)		Mathias Burisch Hassel (GE)
P	Rob Thompson (CS)	P	Ge Jin (GP)	P	Jeff Wheeler (ME)	P	Eliza Buhner (HASS)
P	Linda Battalora (PE)	P	Hongyan Liu (CEE)	P	Hisham Sager (EE)	P	Elizabeth Prescott (USG)
P	Jack Bringardner (EDS)	P	Gus Greivel (AMS)		Chuck Stone (PH)		

Other Regular Attendees and Guests

	Sam Spiegel (Mines Online)	P	Vibhuti Dave (UGS)	P	Kristeen Serracino (AA)	P	Paul Myskiw (RO)
	Karla Perez-Velez (CASA)		Danielle Boileau (CASA)		Cheryl Medford (GE)	P	D. Scott Heath (RO)
P	Katie Ludwin (CASA)		Megan Sanders (Trefny Center)		Colin Terry (SL)		
	Luke Contreras (UA)	P	Julia Cable (UA)				

Special Guest(s):

Welcome

Ventzi Karaivanov

Introductions

Deadlines for course and program changes

Executive/steering committee call for volunteers

V. Karaivanov reminded the Council that there is a second meeting scheduled for the month of November that does not fall on the normal 2nd/4th week schedule. It is scheduled for November 20th. Also, he reminded everyone to refer to the Curriculum Timeline and Deadline document which can be found on Canvas. CIM will hopefully be open next week so that proposals and changes can be submitted for council review.

There was also a call for volunteers for the Executive/Steering Committee. The role of this committee is to look at all proposed changes ahead of time to sort them by major/minor changes and decide what really needs to be discussed in the Undergraduate Council meetings. The committee will likely meet on the 1st or 3rd Wednesday of the month.

V. Karaivanov will be proposing some changes to how the Undergraduate Council meetings are run. These changes will optimize meeting times, discussion, and time in between meetings. He will present these to the Executive Steering Committee before presenting them to the Council.

Approval of Minutes – May 8, 2024

Ventzi Karaivanov

MOTION: Motion to approve previous minutes was moved by M. Barankin and seconded by L. Battalora. The previous minutes were approved with 11 approved, 0 opposed, and 4 abstentions.

Briefings and Information Items

Registrar's Office

Paul Myskiw



For the Fall, Mines enrolled 1,599 incoming freshmen and 154 transfer students in 12+ credits (most in 15 credit hours). Challenge exams were conducted a little bit differently since Oredigger Camp was split into two groups. Challenge exams were held the week that students were on campus. As a result, there were a few things to work on, but it was mostly successful. The Fall class had a significant amount of transfer credit coming in with 854 students bringing in Calc I credit. Because of this, P. Myskiw encouraged Councilors and their respective departments to review their 4-year plans and flow charts in the lens of incoming students coming in with a lot of credits. He will send a couple of spreadsheets with the total number of transfer credits, the total number of majors that freshman have declared, and what transfer credits students have brought in by major.

P. Myskiw reminded the Council that the migration process of the student information system, Banner, is currently On Prem. The migration to a cloud-based system is anticipated to go live in October. If you are a faculty member that uses Banner 8, many of the forms and function will be going away. If you are unsure if certain functions still exist in the Banner 9 environment, email P. Myskiw to ensure those are built out or to find out where those will be redirected.

Question: G. Greivel asked if in-person meetings can be set up with P. Myskiw to go over Banner 9 functionality instead of email.

Answer: P. Myskiw answered that via email or via in-person are welcomed. The goal is to make sure that faculty have tools that are useful, helpful, and easy to find. When the migration to the cloud is complete, performance should also improve.

Undergraduate Studies

Vibhuti Dave

V. Dave is working with a committee to clean up the catalog as there is quite a bit of outdated terminology and content. Also, the navigation on the left-hand side is not student and faculty friendly. The committee is looking into making some recommendations to make the catalog more student-centric. There will be more details to come but V. Dave requested that the Undergraduate Council members share with their respective departments a template that will standardize the program overview page in the catalog. This will help accreditation agencies find information easily such as program objectives (optional for non-AEBT accredited programs) and student learning outcomes. This might be a process that will not require a Council review/vote and will be processed administratively.

The course level learning outcomes was a feature that was turned on in the 2024-25 catalog without much notice so any outcomes that were included in CIM were also published in the catalog. V. Dave requested that Council members go through the courses owned by their respective departments and update the course level learning outcomes as needed. This is a project that can be spread out over the next two years since it is a huge task. Any courses that are part of the core curriculum will be a priority. A suggestion is to maybe start with the required courses in each department and then move on to tech elective courses. Ideally, the deadline to complete this would be by the end of the next academic year.

Question: J. Suiter asked if there is a timeframe that the edits for the Program Overview page would need to be completed by?

Answer: V. Dave answered that the changes would need to be updated for the next 2025-26 catalog. P. Myskiw added that once program pages are updated, there would be a review period to give ample time for catalog publication. February would be a good target date.

Question: V. Karaivanov asked would these changes require a workflow/approval process?

Answer: V. Dave answered that the courses have already been approved, therefore the course learning outcomes were already vetted when approved and are already in the catalog. Outcomes changes should be considered an administrative change. P. Myskiw added that it is possible to set up a separate workflow for



the outcomes so they can be reviewed by Department Heads, Deans, and V. Dave to ensure that any changes made do not deviate too much from what was initially proposed.

Question: V. Karaivanov asked if there is a way to track the changes? Is there a way to know how many have been updated to track progress?

Answer: P. Myskiw answered that CIM uses timestamping to track changes. However, the learning outcomes is a separate module so we will find out how that specifically works in CIM. P. Myskiw, V. Dave, and K. Serracino will connect offline to find out what the process is and update in the next 1-2 meetings.

New Curriculum Item(s)

EE	(from previous council year)	Hisham Sager
CIM 4/18		
1 new course:	EENG484: ADVANCED DIGITAL DESIGN	
	This new EE elective has been offered as a special topics course the past couple years, hugely complementing our Integrated Circuits and Electronics emphasis area (the largest emphasis area in the EE department). Advanced Digital Logic is a continuation on EENG284: Digital Logic and gives students an opportunity to further specialize in that interest area.	

This course has been offered for the past few years as a special topics course. There was a good amount of interest from students so this will be one of the new elective courses in the area of computer engineering or integrated circuits in general.

Question: V. Karaivanov asked that both EENG284 and EENG383 are listed as prerequisites for this course, but EENG284 is as prerequisite for EENG383. Is it necessary to have both listed? Also, the course learning outcomes need to be listed in CIM.

Answer: H. Sager answered that this can be fixed since EENG284 is the prerequisite for EENG383.

Question: M. Barankin asked if this course is a continuation of EENG284, is there an EENG384 as part of the series of courses? If not, will that confuse students?

Answer: H. Sager answered that EENG284 is the introduction course and then, in the past, students would then take EENG383, Embedded Systems. This new course would allow a continuation of the emphasis on Integrated Circuits and Electronics.

Question: S. Heath asked will this be offered at the graduate level for students who may want to use this for a graduate program? Will it be cross-listed?

Answer: H. Sager answered that he will discuss this with the EE department to see if they would like to add a cross-listed 500-level course.

Additional Discussion

Question: E. Buhner asked about adding online versions of courses that are currently approved and in the catalog. The courses have gone through the Trefny process and have been approved by Trefny. Faculty members in HASS were wondering what the process is for getting an online version of a current course approved. Is it the same process as getting a new course approved? The courses have passed online standards but need a modality change. How do modality changes get requested in CIM?

Answer: P. Myskiw answered that an online course, in addition to being approved through the governance process, must also pass through Online Standards. The Registrar's Office will not make the course available for students to register until it passed the Online Standards. V. Karaivanov answered that a course change request would need to be submitted for the modality change and introduced at Council. Modality changes are typically considered a minor change, so the approval process is quicker. In CIM, open the existing course and edit it to request a modality change to online.

V. Karaivanov mentioned that there was a discussion with Mines Online regarding introducing new online courses. The guidance from Mines Online is that if it is a new online course, it will need to go through the approval process first instead of introducing these courses as a special topics course first.

Adjourn at 4:51

Ventzi Karaivanov

Next meeting: September 11, 4:00-5:00 pm via Zoom. Please send agenda items to Ventzi Karaivanov (vkaraiva@mines.edu) and Kristeen Serracino (kristeen.serracino@mines.edu) one week prior.