

CAHS Academic Affairs Committee
Meeting 1 Notes for August 22, 2025

1. Reviewed how to access proposals:
 - a. course proposals, go to <https://futurecatalog.wvu.edu/courseadmin/>
 - in the search box, type the prefix and number of the course
 - b. program proposals, go to <https://futurecatalog.wvu.edu/programadmin/>
 - in the search box, type the program code (information that is capitalized) or the title of the program
2. No proposals to be reviewed at College level but anticipate several at next meeting
3. To meet University catalog deadlines, the priority for fall term is reviewing programmatic proposals (new or revised); the priority for spring term will be to review course proposals (new or revised). However, if course proposals (new or revised) are submitted in the fall term, they will be reviewed.
4. There will be several deactivations to be approved across the year; we will approve them as a block by prefix.
5. College has instituted a 4-year rotation to review courses (see below):

Rotation of Course Reviews in CIM		
Year	Prefix	Degree-Major or Courses
2025-2026	ACE	BS-Coaching and Performance Science
		MS-Sport Coaching
	CAHS	Applied Human Sciences career development courses
	COUN	BA-Mental Health and Addiction Studies
		MS-Counseling
	ESPT	BA-Esports Business and Entertainment
2026-2027	CDFS	BS-Child Development and Family Studies
	HWB	BA/BS-Health and Well-being
	LE	MA-Literacy Education
	PE	Physical Education courses
	SPSC	Sport Sciences courses
2027-2028	EDUC	BA-Elementary Education
		BA-Secondary Mathematics Education
		BA-Secondary Science Education
		MA-Leadership Studies in Education
		PhD-Educational Theory and Practice
	PET	BS-Physical Education and Kinesiology
		MS-Physical Education Teacher Education
		EdD/PhD-Coaching and Teaching Studies

2028-2029	SEP	BS-Sport, Exercise and Performance Psychology MS-Sport and Performance Psychology PhD-Sport, Exercise and Performance Psychology
	SM	BS-Sport Management MS-Sport Management MS-Executive Sport Management
	SPED	MA-Special Education

Repeat rotation again

Note: Program will be expected to review course in CIM to ensure syllabus posted is current with WVU

syllabus guidelines. If course is current, the program does not have to update it in CIM.

If the syllabus is not current, program must update information in CIM.

6. All CAHS AA meetings will be on Fridays except for one of the October meetings which is scheduled for Thursday, October 23rd. Calendar invite sent for 10.23.25 meeting from 2:30-4:00 pm.

Timeline for Curricular Approvals:

College AA Meeting(s)	Graduate Council	FSCC Meeting*	FS Meeting
August 22	September 11	September 4	October 13
September 12 & 19	October 9	October 9	November 3
October 3 & 23 @ 2:30	TBD	October 30	December 1
October 31		November 4	January 12
November 21	January 15	January 8	February 9
January 22 or 23		February 5 & 12	March 9
February 26 or 27		March 5	April 6
March 26 or 27	March 12	April 2 & 23	May 4

Note: Proposals must be available in CIM at least two weeks prior to FSCC meeting or they won't list it on their agenda.

Helpful links to share with programs in your units:

[WVU Syllabus template](#) – includes all required information; document can be saved for CIM review (deletes instructor contact info) or for distribution to students (which includes faculty contact info)

[CAHS Curricular Change form](#) – changes can be submitted by completing this form and OSS will upload all information into CIM within 48 hours of submission.