

**College of Arts and Sciences  
Curriculum Committee  
Minutes #1 (August 29, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Osaore Aideyan, Amanda Klinger, Macy Pohlman, Chris Hamaker, Nina Hamilton, Sally Parry, Peter Smudde, Todd Stewart.

Members Absent – Christine Varga-Harris, Kevin Edwards, Emma Lynn, Bill McBride.

Called to order shortly after 1:00 pm.

- 1. Election of Officers**  
By consensus, committee elected Stewart as Chair and Varga-Harris as Secretary
- 2. New Business**  
New member orientation/review of standard procedures
- 3. Approval of Minutes #14 (May 2, 2017)**  
By consensus of committee
- 4. Old Business/Subcommittee Reports/Continuing Business**  
None
- 5. Assignment of Proposals to Subcommittees**

18-001 GEO . Revised Minor - "Minor in Environmental Studies"  
Hamaker and Klinger volunteered to review this proposal

18-002 ANT . Revised Major - "Major in Anthropology"  
18-003 ANT 275 New Course - "Principles of Human Evolution and Diversity"  
18-004 ANT 351 New Course (grad credit) - "Midwestern Archaeology"  
18-005 ANT 379 New Course (grad credit) - "Symbols in American Culture"  
Smudde and Pohlman volunteered to review these proposals

18-006 ANT 461 New Course (graduate) - "Social Theory" (graduate)  
Aideyan and Stewart volunteered to review this proposal

18-007 CSD . Revised Program (graduate) - "Doctor of Audiology"  
18-008 CSD 510 Revised Course (graduate) - "Psychoacoustics"  
18-009 CSD 532 Revised Course (graduate) - "Advance Pediatric Audiology"  
18-010 CSD 541 Revised Course (graduate) - "Occupational & Environmental Audiology"  
18-011 CSD 580.05 Delete Course (graduate) - "Humanitarian Outreach in Audiology"  
18-012 CSD 580.06 Delete Course (graduate) - "Educational Audiology"  
18-013 CSD 580.07 Delete Course (graduate) - "Psychosocial Aspects of Hearing Loss"  
18-014 CSD 580.08 Delete Course (graduate) - "Evidence-Based Practice in Audiology"  
18-015 CSD 580.09 Delete Course (graduate) - "Seminar: Audiology Case Report Preparation"  
Hamilton and Daggett volunteered to review these proposals

18-016 COM . Revised Major - "Public Relations"  
Varga-Harris and McBride were assigned to review this proposal

Next meeting is Tuesday, September 12, 2017

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Meeting adjourned at 1:55 pm.

Respectfully Submitted,  
Tammy Hansen

**College of Arts and Sciences  
Curriculum Committee  
Minutes #02 (September 12, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Emma Lynn, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Nina Hamilton, Amanda Klinger.

Called to order at about 1:00 pm.

1. **Guest Speakers**

- **Erin Mikulic**, a representative of the University Curriculum Committee welcomed questions about her committee and how its process works.
- **Amy Hurd**, director of Graduate Studies, provided an overview of how the accelerated Master’s Sequence will work. Among the information she provided is the following: students will be able to carry over from their undergraduate to graduate program up to 12 credit hours (by taking graduate courses or undergraduate ones for graduate credit); the sequence targets higher achieving students (with a GPA of 3.0 or higher; there is discussion of raising this to 3.2); and Anthropology will be one of the first departments to participate, but other fields are welcome to develop their own accelerated Master’s program too. Hurd also fielded questions about the sequence.

2. **Approval of Minutes #01 (August 29, 2017)**

Stewart moved to approve; Hamaker seconded; approved unanimously, with two abstentions (McBride and Varga-Harris).

3. **Subcommittee Reports**

18-001 GEO . Revised Minor – “Minor in Environmental Studies”

Hamaker moved that this proposal be revised and resubmitted; Smudde seconded the motion, which was then unanimously approved, for the following reasons: strikeouts need to be removed and minor errors corrected in the catalog copy; clarification is required in places where the phrase “choose two courses from two programs” appears (e.g. are these “programs” and the “groups” cited under “list of proposed program revisions” one and the same?); how electives will work needs to be clearly stipulated; and letters of support from all affected departments should to be uploaded.

18-002 ANT . Revised Major – “Major in Anthropology”

18-003 ANT 275 New Course – “Principles of Human Evolution and Diversity”

18-004 ANT 351 New Course (grad credit) – “Midwestern Archaeology”

18-005 ANT 379 New Course (grad credit) – “Symbols in American Culture”

Hamaker moved that all of these proposals be revised and resubmitted; Smudde seconded the motion, which was then unanimously approved, for various reasons. For one, the proposal for **ANT 275** is riddled with typographical and grammatical errors, as well as inconsistencies (e.g. in the listing of course numbers on the form and on the syllabus). Concerning the proposal for **the revised major**, separate proposals are required for the accelerated and the traditional sequences. The Committee determined that the Department of Anthropology first needs to change its major, and then divide it into sequences, and suggests that a similar process used by ENG might serve

as a model. As for the proposals as a group, financial implications forms still need to be provided.

4. **Assignment of Proposals to Subcommittees**

18-006 ANT 461 New Course (graduate) – “Social Theory” (graduate)  
Aideyan and Stewart volunteered to review this proposal.

18-007 CSD . Revised Program (graduate) – “Doctor of Audiology”

18-008 CSD 510 Revised Course (graduate) – “Psychoacoustics”

18-009 CSD 532 Revised Course (graduate) – “Advance Pediatric Audiology”

18-010 CSD 541 Revised Course (graduate) – “Occupational & Environmental Audiology”

18-011 CSD 580.05 Delete Course (graduate) – “Humanitarian Outreach in Audiology”

18-012 CSD 580.06 Delete Course (graduate) – “Educational Audiology”

18-013 CSD 580.07 Delete Course (graduate) – “Psychosocial Aspects of Hearing Loss”

18-014 CSD 580.08 Delete Course (graduate) – “Evidence-Based Practice in Audiology”

18-015 CSD 580.09 Delete Course (graduate) – “Seminar: Audiology Case Report Preparation”  
Hamilton and Varga-Harris volunteered to review these proposals

18-016 COM . Revised Major – “Public Relations”

McBride and Varga-Harris volunteered to review this proposal.

18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

18-018 GEO 293 New Course – “Career Preparation in Environment Systems”

18-019 GEO 317 New Course – “Water Resources and Environmental Law”

18-020 GEO 318 New Course – “Aquifer Systems”

18-021 GEO 319 New Course – “Watershed Analysis & Hydrologic Modeling”

18-022 GEO 314 New Course – “Aqueous Geochemistry”

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”  
Edwards and Hamaker volunteered to review these proposals.

18-024 BSC 419 Revised Course – “Advanced Molecular Biology” (graduate)

18-025 BSC 415 Revised Course – “Advanced Cell Biology I” (graduate)

18-026 BSC 319 New Course – “Genetics of Behavior” (grad credit)

McBride and Klinger volunteered to review these proposals.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)

18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)  
Stewart and Aideyan volunteered to review this proposal.

18-029 ECO 105 Revised Course – “Principles of Economics”

Hamaker volunteered to review this proposal and Lynn was assigned to do so.

Next meeting expected to be Tuesday, September 19, 2017.

Meeting adjourned at 1:53 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #03 (September 19, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klinger, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn.

Called to order at 1:01 pm.

**1. Approval of Minutes #2 (September 12, 2017)**

Hamaker moved to approve; Smudde seconded; approved unanimously, with one abstention (Hamilton).

**2. Subcommittee Reports**

18-006 ANT 461 New Course (graduate) – “Social Theory” (graduate)

Stewart moved that this proposal be approved pending minor revisions; Smudde seconded the motion, which was then unanimously approved for reason of minor inconsistencies (e.g. bullet points are needed throughout the list of assignments and grade distribution so that the numbers provided clearly add up).

18-007 CSD . Revised Program (graduate) – “Doctor of Audiology”

Hamilton moved that this proposal be revised and resubmitted; Smudde seconded the motion, which was then unanimously approved. One of the main problems with this proposal, as Hamilton meticulously documented, is that the course offerings and the categories into which each course fits, have not been mapped out, and the number of semester hours do not clearly add up to the total of “86” stipulated for the revised program.

Hamilton and Varga-Harris volunteered to look out for the revised proposal in the hopes that the various pieces related to this revised program (including the 3 course revisions, and the 6 course deletions listed directly below) can come together by the Graduate College deadline of October 2<sup>nd</sup> so that the revised program can be implemented, as projected, in the 2018-2019 AY.

Stewart, meanwhile, is prepared to make sure all the different pieces – from the revised program to the deletions – come together in the correct sequence.

18-008 CSD 510 Revised Course (graduate) – “Psychoacoustics”

18-009 CSD 532 Revised Course (graduate) – “Advance Pediatric Audiology”

18-010 CSD 541 Revised Course (graduate) – “Occupational & Environmental Audiology”

Varga-Harris moved to approve these proposals pending revisions; Hamaker seconded the motion, which was then unanimously approved. With regard to **CSD 510**, the objectives for the clinical activities ought to be outlined – especially given that adding these is a key rationale for proposed course revision. In addition, the grade scale for this course needs to be precise. Concerning **CSD 532**, the strikethrough has to be removed from the catalog copy for the revised course, and the grade scale should be precise. For **CSD 541**, in the catalog copy for the revised course, the description must be shortened by 3 words (to conform to the 20-word maximum), and the strikethrough removed.

- 18-011 CSD 580.05 Delete Course (graduate) – “Humanitarian Outreach in Audiology”  
18-012 CSD 580.06 Delete Course (graduate) – “Educational Audiology”  
18-013 CSD 580.07 Delete Course (graduate) – “Psychosocial Aspects of Hearing Loss”  
18-014 CSD 580.08 Delete Course (graduate) – “Evidence-Based Practice in Audiology”  
18-015 CSD 580.09 Delete Course (graduate) – “Seminar: Audiology Case Report Preparation”

Hamilton moved to approve these course deletions; McBride seconded the motion, which was then unanimously approved.

- 18-016 COM . Revised Major – “Public Relations”

Hamilton moved to accept this proposal; McBride seconded the motion, which was then unanimously approved, with one abstention (Smudde).

- 18-029 ECO 105 Revised Course – “Principles of Economics”

Hamaker moved to reject this proposal; Smudde seconded the motion, which was then unanimously approved because of the ramifications of the proposed revision. Significantly, the proposal made here to replace one course (105) with two courses (101 and 102) raises matters related to semester hours, as well as suggests that the major might also need to be revised to accommodate the two “new” courses. The fact that ECO 101 and ECO 102 have not been offered for well over ten years is also problematic. Stewart offered to consult with Jeri Ryburn about all of this, suspecting that the proposed course revision might necessitate framing it as a different kind of proposal.

- 18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)

A discussion of this proposal revealed the following problems: there are minor errors in the catalog copy; the point distribution for assignments is unclear; the course requirements are meager for a graduate class (a research paper of 7 pages in length); the years cited for the course readings are outdated based on the rationale for these; and the wrong syllabus was submitted. Due to a lack of time, however, no decision was made about this proposal; it will be revisited by Stewart and Aideyan, alongside the SWK 465, at our next meeting.

- 18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health” (graduate)

Stewart and Aideyan had volunteered to review this proposal; discussion was tabled until our next meeting for lack of time.

- 18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

- 18-018 GEO 293 New Course – “Career Preparation in Environment Systems”

- 18-019 GEO 317 New Course – “Water Resources and Environmental Law”

- 18-020 GEO 318 New Course – “Aquifer Systems”

- 18-021 GEO 319 New Course – “Watershed Analysis & Hydrologic Modeling”

- 18-022 GEO 314 New Course – “Aqueous Geochemistry”

- 18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Edwards and Hamaker had volunteered to review these proposals; discussion was tabled until our next meeting for lack of time.

### 3. Assignment of Proposals to Subcommittees

- 18-024 BSC 419 Revised Course – “Advanced Molecular Biology” (graduate)

- 18-025 BSC 415 Revised Course – “Advanced Cell Biology I” (graduate)

- 18-026 BSC 319 New Course – “Genetics of Behavior” (grad credit)

McBride and Pohlman volunteered to review these proposals.

- 18-030 HIS . Revised Major – “History”

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Smudde and Klinger volunteered to review this proposal.

Next meeting expected to be Tuesday, September 26, 2017.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #03 (September 19, 2017) Amended  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klinger, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn.

Called to order at 1:01 pm.

**1. Approval of Minutes #2 (September 12, 2017)**

Hamaker moved to approve; Smudde seconded; approved unanimously, with one abstention (Hamilton).

**2. Subcommittee Reports**

18-006 ANT 461 New Course (graduate) – “Social Theory” (graduate)

Stewart moved that this proposal be approved pending minor revisions; Smudde seconded the motion, which was then unanimously approved for reason of minor inconsistencies (e.g. bullet points are needed throughout the list of assignments and grade distribution so that the numbers provided clearly add up).

18-007 CSD . Revised Program (graduate) – “Doctor of Audiology”

Hamilton moved that this proposal be revised and resubmitted; Smudde seconded the motion, which was then unanimously approved. One of the main problems with this proposal, as Hamilton meticulously documented, is that the course offerings and the categories into which each course fits, have not been mapped out, and the number of semester hours do not clearly add up to the **reduced** total of “86” stipulated for the revised program.

Hamilton and Varga-Harris volunteered to look out for the revised proposal in the hopes that the various pieces related to this revised program (including the 3 course revisions, and the 6 course deletions listed directly below) can come together by the Graduate College deadline of October 2<sup>nd</sup> so that the revised program can be implemented, as projected, in the 2018-2019 AY.

Stewart, meanwhile, is prepared to make sure all the different pieces – from the revised program to the deletions – come together in the correct sequence.

18-008 CSD 510 Revised Course (graduate) – Psychoacoustics”

18-009 CSD 532 Revised Course (graduate) – “Advance Pediatric Audiology”

18-010 CSD 541 Revised Course (graduate) – “Occupational & Environmental Audiology”

Varga-Harris moved to approve these proposals pending revisions; Hamaker seconded the motion, which was then unanimously approved. With regard to **CSD 510**, the objectives for the clinical activities ought to be outlined – especially given that adding these is a key rationale for proposed course revision. In addition, the grade scale for this course needs to be precise. Concerning **CSD 532**, the strikethrough has to be removed from the catalog copy for the revised course, and the grade scale should be precise. For **CSD 541**, in the catalog copy for the revised course, the description must be shortened by 3 words (to conform to the 20-word maximum), and the strikethrough removed.



- 18-011 CSD 580.05 Delete Course (graduate) – “Humanitarian Outreach in Audiology”  
18-012 CSD 580.06 Delete Course (graduate) – “Educational Audiology”  
18-013 CSD 580.07 Delete Course (graduate) – “Psychosocial Aspects of Hearing Loss”  
18-014 CSD 580.08 Delete Course (graduate) – “Evidence-Based Practice in Audiology”  
18-015 CSD 580.09 Delete Course (graduate) – “Seminar: Audiology Case Report Preparation”

Hamilton moved to approve these 5 course deletions; McBride seconded the motion, which was then unanimously approved.

- 18-016 COM . Revised Major – “Public Relations”

Hamilton moved to accept this proposal; McBride seconded the motion, which was then unanimously approved, with one abstention (Smudde).

- 18-029 ECO 105 Revised Course – “Principles of Economics”

Hamaker moved to reject this proposal; Smudde seconded the motion, which was then unanimously approved because of the ramifications of the proposed revision. Significantly, the proposal made here to replace one course (105) with two courses (101 and 102) raises matters related to semester hours, as well as suggests that the major might also need to be revised to accommodate the two “new” courses. The fact that ECO 101 and ECO 102 have not been offered for well over ten years is also problematic. Stewart offered to consult with Jeri Ryburn about all of this, suspecting that the proposed course revision might necessitate framing it as a different kind of proposal.

- 18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)

A discussion of this proposal revealed the following problems: there are minor errors in the catalog copy; the point distribution for assignments is unclear; the course requirements are meager for a graduate class (a research paper of 7 pages in length); the years cited for the course readings are outdated based on the rationale for these; and the wrong syllabus was submitted. Due to a lack of time, however, no decision was made about this proposal; it will be revisited by Stewart and Aideyan, alongside the SWK 465, at our next meeting.

- 18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health” (graduate)

Stewart and Aideyan had volunteered to review this proposal; discussion was tabled until our next meeting for lack of time.

- 18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

- 18-018 GEO 293 New Course – “Career Preparation in Environment Systems”

- 18-019 GEO 317 New Course – “Water Resources and Environmental Law”

- 18-020 GEO 318 New Course – “Aquifer Systems”

- 18-021 GEO 319 New Course – “Watershed Analysis & Hydrologic Modeling”

- 18-022 GEO 314 New Course – “Aqueous Geochemistry”

- 18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Edwards and Hamaker had volunteered to review these proposals; discussion was tabled until our next meeting for lack of time.

### 3. Assignment of Proposals to Subcommittees

- 18-024 BSC 419 Revised Course – “Advanced Molecular Biology” (graduate)

- 18-025 BSC 415 Revised Course – “Advanced Cell Biology I” (graduate)

- 18-026 BSC 319 New Course – “Genetics of Behavior” (grad credit)

McBride and Pohlman volunteered to review these proposals.

- 18-030 HIS . Revised Major – “History”

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Smudde and Klinger volunteered to review this proposal.

Next meeting expected to be Tuesday, September 26, 2017.

Meeting adjourned at 1:55 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #04 (September 26, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klinger, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn.

Called to order at 1:02 pm.

**1. Approval of Minutes #3 (September 19, 2017)**

With two minor amendments, Stewart moved to approve; Hamilton seconded; approved unanimously. [The amended minutes have now been submitted for filing.]

**2. Subcommittee Reports**

18-007 CSD . Revised Program (graduate) – “Doctor of Audiology”

Hamilton moved to approve this proposal pending one correction; McBride seconded the motion, which was then unanimously approved. The following keying error needs to be corrected: the second time that CSD **520** is listed in section #2 of the proposal (under the heading “Doctor of Audiology”), it should read CSD **530**. Stewart will ask Jeri Ryburn to make the change.

18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

Hamaker moved that this proposal be revised and resubmitted; Smudde seconded the motion, which was then unanimously approved for the following reasons: two of the new associated courses being proposed for the revised program (GEO 314 and GEO 316) need to be listed here; it should be clarified if the “15 hours or 5 courses” noted under “electives” can be from a single concentration; in section #4 of the proposal, the number of possible “tracks” needs to be clarified (are their four or three + a generalist track? also, for the sake of consistency, the tracks might be called “concentrations”); the number of hours of 398A02 that students can take should be specified; and a statement ought to be included addressing possibilities for the placement of students in internships.

18-018 GEO 293 New Course – “Career Preparation in Environment Systems”

Hamaker moved that this proposal be accepted pending one minor revision; McBride seconded the motion, which was then unanimously approved. Since the class meets for only half of a semester, the weekly contact hours should read “1.5” instead of “0.5.”

18-019 GEO 317 New Course – “Water Resources and Environmental Law”

Hamaker moved that this proposal be revised and resubmitted; McBride seconded the motion, which was then unanimously approved for the following reasons: the catalog copy is 2 words over the maximum limit of 20, as well as contains typographical errors; the syllabus for the proposed course has not been attached; there are inconsistencies within the proposal where prerequisites are cited (it seems GEO 100 and GEO 101 are used interchangeably); and no rationale has been provided for each of the following prerequisites: GEO 101, GEO 205, GEO 360 and GEO 361.

Discussion of the following proposals was tabled until our next meeting:

18-020 GEO 318 New Course – “Aquifer Systems”

18-021 GEO 319 New Course – “Watershed Analysis & Hydrologic Modeling”

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [Mins13](#) [Mins14](#) [Mins15](#) [Mins16](#) [Mins17](#) [Mins18](#)

- 18-022 GEO 314 New Course – “Aqueous Geochemistry”
- 18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”  
Edwards and Hamaker volunteered to review these proposals.
- 18-024 BSC 419 Revised Course – “Advanced Molecular Biology” (graduate)
- 18-025 BSC 415 Revised Course – “Advanced Cell Biology I” (graduate)
- 18-026 BSC 319 New Course – “Genetics of Behavior” (grad credit)  
McBride and Pohlman volunteered to review these proposals.
- 18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)
- 18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)  
Stewart and Aideyan volunteered to review this proposal.
- 18-030 HIS . Revised Major – “History”  
Smudde and Klinger volunteered to review this proposal

Next meeting expected to be Tuesday, October 3, 2017.

Meeting adjourned at 1:54 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #05 (October 3, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Amanda Klinger, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn, Bill McBride, Nina Hamilton.

Called to order at 1:00 pm.

**1. Approval of Minutes #4 (September 26, 2017)**

Hamaker moved to approve; Smudde seconded; approved unanimously.

**2. Subcommittee Reports**

18-024 BSC 419 Revised Course – “Advanced Molecular Biology” (graduate)

18-025 BSC 415 Revised Course – “Advanced Cell Biology I” (graduate)

Pohlman moved to approve the above two BSC proposals; Hamaker seconded the motion, which was then unanimously approved, with two abstentions (Edwards and Klinger).

18-026 BSC 319 New Course – “Genetics of Behavior” (grad credit)

Stewart moved that this proposal be approved pending two revisions; Hamaker seconded the motion, which was then unanimously approved, with two abstentions (Edwards and Klinger). First, the catalog copy has to be cleaned up; namely, the phrase “course description” and the acronym NS need to be removed from the text. Second, the weight of the graduate assignment (required for graduate credit) within the context of the overall course grade needs to be specified.

18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)

Stewart moved that this proposal be revised and resubmitted; Varga-Harris seconded the motion, which was unanimously approved, for the following reasons: in the catalog copy there are extraneous phrases that need to be removed and punctuation errors corrected; the dates specified for the course readings should be updated (perhaps to “within the last five years”); the rationale for why this course ought to be offered for graduate credit needs to be clearly outlined; and a syllabus for the graduate version of this course is required. As the new syllabus is being created, clarification is needed regarding student learning outcomes, and the specific impact that “2 absences” and the various class disruptions listed will have on student grades. Also, the statement about “disabilities concerns” needs to be updated to the current language on “accommodations.”

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health” (graduate)

Stewart moved that this proposal be revised and resubmitted; Hamaker seconded the motion, which was unanimously approved, for the following reasons: in the catalog copy there are extraneous phrases that need to be removed and punctuation errors corrected; on both the proposal form and the syllabus, concrete sample assignments (rather than speculative ones) should be listed; and a syllabus (essentially a fully developed version of the proposed course) is required, complete with a list of course readings. As the new syllabus is being created, clarification is needed regarding student learning outcomes, and the specific impact that “2 absences” and the various class disruptions listed will have on student grades.

Also, the statement about “disabilities concerns” needs to be updated to the current language on “accommodations.”

18-030 HIS . Revised Major – “History”

Two key questions emerged regarding this proposal: 1) the proposed plan to revise HIS 200 seems to necessitate a separate proposal for this associated course; and 2) with HIS 200 constituting a prerequisite for majors for all 300-level courses, each of the latter listed in the catalog may need to include a statement alerting students to the fact that HIS 200 is a prerequisite. Varga-Harris agreed to speak to the author of the proposal in order to clarify for further discussion.

#### **Assignment of Proposals to Subcommittees**

18-031 MAT 280 Revised Course – “Financial Mathematics”

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)

18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)

18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)

18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)

Aideyan and Hamaker volunteered to review these proposals.

18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”

18-037 LGS 311 New Course – “Intellectual Property for Paralegals”

Edwards and Varga-Harris volunteered to review these proposals.

18-038 ANT . New Sequence – “Accelerated Sequence”

Pohlman and Smudde volunteered to review this proposal.

18-039 BSC . Revised Sequence – “Zoology Sequence”

Stewart and Varga-Harris volunteered to review this proposal.

18-040 LAN Revised Major – Spanish

18-041 LAN Revised Sequence – Spanish Teacher Education

Hamilton and Klinger volunteered to review these proposals.

Next meeting expected to be Tuesday, October 10, 2017.

Meeting adjourned at 1:49 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #06 (Tuesday, October 10, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klinger, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn.

Called to order at 1:02 pm.

**1. Guest**

Ron Gifford from the History Department “walked” the Committee through his proposal for the “Revised History Major” and fielded questions about it.

**2. Approval of Minutes #5 (October 3, 2017)**

Hamaker moved to approve; Stewart seconded; approved unanimously, with two abstentions (Hamilton and McBride).

**3. Old Business/Subcommittee Reports/Continuing Business**

18-030 HIS . Revised Major – “History”

Smudde moved that this proposal be approved pending revisions; Klinger seconded the motion, which was then unanimously approved, with one abstention (Varga-Harris). The revisions include correcting typographical and other errors in the revised catalog copy (e.g. the department code should consistently read “HIS”); replacing the statement “HIS 200 is a prerequisite for all 300-level History courses” with the more flexible “HIS 200 is recommended for all 300-level History courses for History majors”; and removing the statement about HIS 200 at the end of the proposed revised catalog copy, as well as references throughout to a revised HIS 200 (retaining these necessitate an associated proposal for the course revision).

18-001 GEO Revised Minor – “Minor in Environmental Studies”

Hamaker moved that this proposal be approved; Klinger seconded the motion, which was then unanimously approved.

18-017 GEO New Program – “Environmental Systems Science and Sustainability (ESSE)”

Hamaker, a member of the subcommittee assigned to review this proposal, recommended that discussion about it be tabled until issues with the four course proposals associated with the new program (18-020 through 18-023) are addressed.

18-020 GEO 318 New Course – “Aquifer Systems”

Hamaker moved that this proposal be revised and resubmitted; Edwards seconded the motion, which was unanimously approved for the following reasons: a justification – rather than course description – needs to be provided in the “Rationale” section of the proposal; the course description in the proposed catalog copy is too vague (an “examination of types of aquifers”), and errors in the grade scale need to be corrected (the scale does not make sense as is).

18-021 GEO 319 New Course – “Watershed Analysis & Hydrologic Modeling”  
Edwards moved that this proposal be revised and resubmitted; Hamaker seconded the motion, which was unanimously approved for the following reasons: the catalog copy needs to be reduced to 20 words (it is currently 23 words in length); a justification – rather than course description – should be provided in the “Rationale” section of the proposal; a rationale is required for the stated prerequisites; more information is needed about the lab component of the course (e.g. how labs will operate); and a course syllabus is required.

18-039 BSC . Revised Sequence – “Zoology Sequence”  
After some concerns, specifically regarding section 4.1 of this proposal, discussion was tabled due to lack of time and information. Klinger agreed to speak to the author of the proposal prior to our next meeting for clarification of the details of the sample four-year plan of study (e.g. how students will fulfill the requirements of the sequence from semester to semester, how transfer students will be accommodated, etc.).

Discussion about the following proposals was tabled until our next meeting due to lack of time:

18-022 GEO 314 New Course – “Aqueous Geochemistry”  
18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”  
18-038 ANT . New Sequence – “Accelerated Sequence”  
18-031 MAT 280 Revised Course – “Financial Mathematics”  
18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)  
18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)  
18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)  
18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)  
18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”  
18-037 LGS 311 New Course – “Intellectual Property for Paralegals”  
18-040 LAN . Revised Major – “Spanish”  
18-041 LAN . Revised Sequence – “Spanish Teacher Education”

#### **4. Assignment of Proposals to Subcommittees**

18-042 ECO 102 New Course – “Principles of Macroeconomics”  
18-043 ECO 101 New Course – “Principles of Microeconomics”  
McBride and Stewart volunteered to review these proposals.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)  
Stewart and Aideyan volunteered to review this proposal.

18-004 ANT 351 New Course (grad credit) – “Midwestern Archaeology”  
18-005 ANT 379 New Course (grad credit) – “Symbols in American Culture”  
Pohlman and Smudde volunteered to review these proposals.

18-044 GEO 321 New Course (grad credit) – “Geotectonics”  
Hamaker and Edwards volunteered to review this proposal.

Next meeting expected to be Tuesday, October 17, 2017.

Meeting adjourned at 1:54 pm.



[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #07 (Tuesday, October 17, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klingler, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Emma Lynn.

Called to order at 1:05 pm.

**1. Approval of Minutes #6 (October 10, 2017)**

Hamaker moved to approve; McBride seconded; approved unanimously.

**2. Old Business/Subcommittee Reports/Continuing Business**

18-020 GEO 318 New Course – “Aquifer Systems”

Edwards moved that this proposal be revised and resubmitted; Hamaker seconded the motion, which was unanimously approved for the following reason: the catalog copy needs to be rewritten to reflect the course *content* (vs., for example, pedagogical choices).

18-022 GEO 314 New Course – “Aqueous Geochemistry”

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

The committee examined these two course proposals together as they seem to be associated with each other. Hamaker moved that each be revised and resubmitted; Edwards seconded the motion, which was unanimously approved for the following reasons: **in each proposal** a) the rationale for the prerequisites or co-requisites needs to be explained, and b) since it appears that 316 is a lab for 314, the relationship between the two courses should be clarified. For **GEO 316**, the catalog copy needs to be proofread (there are typographical errors); the topics listed for the course should be specific; the justification for why 3 lab hours merits 3 credit hours should be addressed (is this atypical for GEO or does it align with general practice for science labs?); the logistics related to field work (and also the relationship of this to lab time) needs to be mapped out (e.g. logistics concerning travel and amount of time to be devoted to field work); and a letter of non-objection is required if equipment for labs will be borrowed from or shared with another department.

18-038 ANT . New Sequence – “Accelerated Sequence”

Smudde moved that this proposal be revised and resubmitted; Klingler seconded the motion, which was unanimously approved for the following reasons: the catalog copy should clearly state that admission to the accelerated sequence does not constitute admission to the graduate program, and that it is necessary to apply for the latter even if accepted into the former; in the plan of study, the semesters in their program of study when students must apply for the accelerated sequence and for the graduate program need to be stated in the supporting document; and the minimum grade requirements for undergraduate credit that counts toward graduate credit needs to be specified.

18-031 MAT 280 Revised Course – “Financial Mathematics”

Hamaker moved that this proposal be revised and resubmitted; Hamilton seconded the motion, which was unanimously approved for the following reasons: the catalog copy needs to be reduced to the 20 words allotted; a syllabus must be provided; and the material that is currently in what is marked as the syllabus, should be stated in section #2 of the proposal.

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [Mins13](#) [Mins14](#) [Mins15](#) [Mins16](#) [Mins17](#) [Mins18](#)

18-004 ANT 351 New Course (grad credit) – “Midwestern Archaeology”  
18-005 ANT 379 New Course (grad credit) – “Symbols in American Culture”  
Smudde moved to approve these two ANT proposals; Hamaker seconded the motion, which was unanimously approved.

**Discussion of the following were tabled until our next meeting, due to a lack of time:**

18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)  
Stewart and Aideyan are reviewing this proposal.

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)  
18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)  
18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)  
18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)  
Aideyan and Hamaker are reviewing these proposals.

18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”  
18-037 LGS 311 New Course – “Intellectual Property for Paralegals”  
Edwards and Varga-Harris are reviewing these proposals.

18-039 BSC . Revised Sequence – “Zoology Sequence”  
Stewart and Varga-Harris are reviewing this proposal.

18-040 LAN . Revised Major – “Spanish”  
18-041 LAN . Revised Sequence – “Spanish Teacher Education”  
Hamilton and Klingler are reviewing these proposals.

18-042 ECO 102 New Course – “Principles of Macroeconomics”  
18-043 ECO 101 New Course – “Principles of Microeconomics”  
McBride & Stewart are reviewing these proposals.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)  
Stewart and Aideyan are reviewing this proposal.

18-044 GEO 321 New Course (grad credit) – “Geotectonics”  
Hamaker and Edwards are reviewing this proposal.

**3. Assignment of New Proposals to Subcommittees**

18-045 COM 284 New Course – “Media Sales”  
Varga-Harris and Edwards volunteered to review this proposal.

Next meeting expected to be Tuesday, October 24, 2017.

Meeting adjourned at 1:50 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #08 (Tuesday, October 24, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klingler, Bill McBride, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan.

Called to order at 1:03 pm.

**1. Amy Hurd & Gina Hunter: Accelerated Anthropology Sequence**

Hurd and Hunter fielded questions about the proposed Accelerated ANT Sequence, as well as its relationship to the graduate program.

**2. Approval of Minutes #7 (October 17, 2017)**

Hamaker moved to approve; McBride seconded; approved unanimously.

**3. Subcommittee Reports**

18-038 ANT . New Sequence – “Accelerated Sequence”

Stewart moved to approve this proposal pending one minor revision to be fixed by Jeri Ryburn; Smudde seconded the motion, which was unanimously approved. The revision pertains to #2 of the proposal and entails simply replacing the phrase “good performance” with “good standing.”

18-045 COM 284 New Course – “Media Sales”

Varga-Harris moved to approve this proposal pending minor revisions; Edwards seconded the motion, which was unanimously approved with one abstention (Smudde). The needed revisions pertain to the catalog copy, where the following phrases must be removed: “course number” and “course description.”

18-040 LAN . Revised Major – “Spanish”

Hamilton moved to approve this proposal; Klingler seconded the motion, which was unanimously approved.

18-041 LAN . Revised Sequence – “Spanish Teacher Education”

Hamilton moved to approve this proposal pending minor revisions; Klingler seconded the motion, which was unanimously approved. The needed revisions pertain to the catalog copy and consist in the following: adding a semicolon after “120” (for the sake of clarity); placing “214” in order before “215”; and adding a period at the very end of the program description.

18-043 ECO 101 New Course – “Principles of Microeconomics”

Stewart moved to approve this proposal pending revisions; McBride seconded the motion, which was unanimously approved. The required revisions include reducing the catalog copy to the allotted 20 words and making the following adjustments in the syllabus: a) verifying the use of “macro” or “micro” in the section on learning outcomes [as for the proposal for ECO 102 below]; b) rendering the font uniform (for the sake of readability); c) listing sample assignments in the “reading dates” column alongside what appear to be the weekly topics to be covered; and d) removing the strict “syllabus changes” clause.

18-042 ECO 102 New Course – “Principles of Macroeconomics”

Stewart moved to approve this proposal pending revisions; McBride seconded the motion, which was unanimously approved. The required revisions include reducing the catalog copy to the allotted 20 words and making the following adjustments in the syllabus: a) removing the reference to this course as “101” in the course description; b) verifying the use of “macro” or “micro” in the section on learning outcomes [as for the proposal for ECO 101 above]; c) rendering the font uniform (for the sake of readability); d) listing sample assignments in the “reading dates” column alongside what appear to be the weekly topics to be covered; and e) removing the strict “syllabus changes” clause.

#### **4. Continuing Business**

18-022 GEO 314 New Course – “Aqueous Geochemistry”

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Hamaker recommended that discussion of these proposals be tabled until our next meeting as they still have some “issues” that need to be worked out. To expedite this, he and Edwards are planning to meet with the GEO chair for clarification on a few matters.

#### **Discussion of the following was tabled until our next meeting, due to a lack of time:**

18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)

Stewart and Aideyan are reviewing this proposal.

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)

18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)

18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)

18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)

Aideyan and Hamaker are reviewing these proposals.

18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”

18-037 LGS 311 New Course – “Intellectual Property for Paralegals”

Edwards and Varga-Harris are reviewing these proposals.

18-039 BSC . Revised Sequence – “Zoology Sequence”

Stewart and Varga-Harris are reviewing this proposal.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)

Stewart and Aideyan are reviewing this proposal.

18-044 GEO 321 New Course (grad credit) – “Geotectonics”

Hamaker and Edwards are reviewing this proposal.

#### **5. Assignment of Proposals to Subcommittees**

18-046 PSY 477 New Course (graduate) – “School-based Prevention & Intervention Services”

McBride and Hamilton volunteered to review this proposal.

Next meeting expected to be Tuesday, October 31, 2017.

Meeting adjourned at 1:49 pm.

Respectfully Submitted,

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #09 (Tuesday, October 31, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klingler, Sally Parry, Macy Pohlman, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Bill McBride, Pete Smudde.

Called to order at 1:05 pm.

**1. Approval of Minutes #08 (October 24, 2017)**

Hamaker moved to approve; Stewart seconded; approved unanimously.

**2. Subcommittee Reports**

18-002 ANT . Revised Major – “Major in Anthropology”

Pohlman moved to approve this proposal; Hamilton seconded the motion, which was unanimously approved.

18-022 GEO 314 New Course – “Aqueous Geochemistry”

Hamaker moved to approve this proposal pending revisions; Edwards seconded the motion, which was unanimously approved. The revisions pertain to the proposal, as follows: ensuring consistency in characterizing the types of assignments students must complete across the sections in the proposal addressing assignments and evaluation methods; clarifying which lowest scores will be dropped (or should this read “the lowest *score*”); and explaining why the proposed course does *not* duplicate any existing courses as it appears that there is already a graduate version of it (GEO 439) in the catalog.

18-028 SWK 464 New Course – “Practice with Military Veterans & Families” (graduate)

Stewart moved to approve this proposal pending revisions; Hamaker seconded the motion, which was unanimously approved. On the proposal, the date range specified for the reading list (currently 2010-2013) still needs to be corrected – now to render it consistent with that noted on the syllabus – as do continuing issues with the attendance policy. The latter might be easily rectified by importing the language on attendance (related to departmental policy) that appears on the syllabus provided for the course proposal for SWK 465.

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)

18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)

These two MAT proposals were discussed together, after which Hamaker moved that they be revised and resubmitted, a motion that Edwards seconded and that was subsequently unanimously approved. The revisions pertain to the proposal and syllabus, as follows: the language and information regarding “disability concerns” needs to be updated; the additional work required of graduate students needs to be specified; the assertion that graduate students must perform 10% better than undergraduate ones ought to be clarified (vs. “TBD” by the instructor); and the grading scale should be corrected (for example, as is, an “80” could be either an “A” or a “B”).

18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)

Hamaker moved that this proposal be revised and resubmitted; Varga-Harris seconded the motion, which was approved unanimously. The revisions pertain to the proposal and syllabus, as follows: the

language and information regarding “disability concerns” needs to be updated; the additional work required of graduate students needs to be specified; the assertion that graduate students must perform 10% better than undergraduate ones ought to be clarified; and the grading scale should be corrected (for example, as is, an “80” could be either an “A” or a “B”). In addition, a list of sample assignments ought to be provided on the syllabus, and the grade range mapped out.

18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)

Hamaker moved that this proposal be revised and resubmitted; Hamilton seconded the motion, which was approved unanimously. On the proposal, the catalog description must be reduced from 23 words to the 20 allotted for copy, and in section #2 – where the proposed changes are described – mention of MAT 355 should be either removed or explained as it does not seem to exist in the course catalog (e.g. will a proposal be submitted for this as a new course?). On the syllabus, the language and information regarding “disability concerns” needs to be updated; the additional work required of graduate students needs to be specified; the assertion that graduate students must perform 10% better than undergraduate ones ought to be clarified; and the grading scale should be corrected (for example, as is, an “80” could be either an “A” or a “B”).

**3. Continuing Business**

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Discussion of this proposal was tabled after Hamaker briefly noted problems with it that remain to be resolved.

18-049 ECO . New Graduate Sequence – Quantitative Economics

Stewart moved that this proposal be rejected until the financial implications form that must accompany it is submitted; Hamaker seconded the motion, which was unanimously approved.

**Discussion of the following was tabled until our next meeting, due to a lack of time:**

18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”

18-037 LGS 311 New Course – “Intellectual Property for Paralegals”

Edwards and Varga-Harris are reviewing these proposals.

18-039 BSC . Revised Sequence – “Zoology Sequence”

Stewart and Varga-Harris are reviewing this proposal.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)

Stewart and Aideyan are reviewing this proposal.

18-044 GEO 321 New Course (grad credit) – “Geotectonics”

Hamaker and Edwards are reviewing this proposal.

18-046 PSY 477 New Course (graduate) – “School-based Prevention & Intervention Services”

McBride and Hamilton are reviewing this proposal.

**4. Assignment of Proposals to Subcommittees**

18-047 PHI 270 New Course – “Existentialism”

18-048 PHI 257 New Course – “Medieval Philosophy”

Varga-Harris and McBride volunteered to review these proposals.



[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Next meeting expected to be Tuesday, November 7, 2017.

Meeting adjourned at 1:51 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #10 (Tuesday, November 7, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Bill McBride, Kevin Edwards, Chris Hamaker, Amanda Klingler, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Nina Hamilton.

Called to order at 1:04 pm.

**1. Approval of Minutes #09 (October 31, 2017)**

Hamaker moved to approve; McBride seconded; approved unanimously with one abstention (Smudde).

**2. Subcommittee Reports**

18-044 GEO 321 New Course (grad credit) – “Geotectonics”

Hamaker moved to approve this proposal pending revisions; Edwards seconded the motion, which was unanimously approved. The required revisions involve 1) clarifying the prerequisites wherever they are noted on the proposal, including in the catalog copy (are any of 102, 202 and 203 acceptable prerequisites or should punctuation be added to indicate some sort of “either/or” situation?), and 2) correcting the math regarding the weight of assignments (including ensuring that the total percentage adds up to 100).

18-048 PHI 257 New Course – “Medieval Philosophy”

Varga-Harris moved to approve this proposal pending one minor revision; McBride seconded the motion, which was unanimously approved with one abstention (Stewart). The following corrections might be taken care of by Jeri Ryburn: a revised syllabus with updated language and information regarding “disability concerns” needs to be uploaded.

18-047 PHI 270 New Course – “Existentialism”

Varga-Harris moved to approve this proposal pending revisions; McBride seconded the motion, which was unanimously approved with one abstention (Stewart). The following corrections might be taken care of by Jeri Ryburn: 1) in the catalog copy, the phrase “Humanities Designation” should be removed, and 2) a revised syllabus with updated language and information regarding “disability concerns” needs to be uploaded.

18-036 LGS 210 New Course – “Intro to Commercial Transactions for Paralegals”

Edwards moved to approve this proposal pending revisions; Varga-Harris seconded the motion, which was unanimously approved. In the catalog copy, the dash between the course number and the course title needs to be removed, as does the phrase “semester hours,” and the word count must to be reduced by 2 words to meet the allotted 20-word maximum. In addition, a grade scale should be added to both the form and the attached syllabus, and class activities and points (including for participation) ought to be aligned with each other.

18-037 LGS 311 New Course – “Intellectual Property for Paralegals”

Edwards moved to approve this proposal pending revisions; Smudde seconded the motion, which was unanimously approved. In the catalog copy, the formatting needs to be checked and fixed in places (e.g.

the dash between the course number and the course title must be removed, and a grade scale should be added to both the form and the attached syllabus.

18-039 BSC . Revised Sequence – “Zoology Sequence”

Stewart moved to approve this proposal pending revisions; Hamaker seconded the motion, which was unanimously approved with one abstention (Klingler). The committee recommends that the author of this proposal attach the “check-point” form for BIO as a PDF in lieu of the overview of the sequence provided in #4.1 of the proposal (with the formatting of the said PDF “lost,” the overview is extremely difficult to follow). In addition, in accordance with an internal comment made at the bottom of the form, it appears that all mention throughout of 380 A80 needs to be removed.

18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

Hamaker moved that this proposal be revised and resubmitted; Edwards seconded the motion, which was unanimously approved. The revisions will entail clarifying the various tracks that students can declare (i.e., is the “generalist” route one of the tracks?) in the catalog copy, and removing mention of GEO 316 in both the catalog copy and the proposal (based on the understanding of the committee that the proposal for this course will be withdrawn).

### **3. Continuing Business**

18-019 GEO 317 New Course – “Water Resources and Environmental Law

18-021 GEO 319 New Course – “Watershed Analysis and Hydrologic Modeling”

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Edwards and Hamaker are reviewing these proposals.

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)

Stewart and Aideyan are reviewing this proposal.

18-046 PSY 477 New Course (graduate) – “School-based Prevention & Intervention Services”

McBride and Hamilton are reviewing this proposal.

Next meeting expected to be Tuesday, November 14, 2017.

Meeting adjourned at 1:54 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #11 (Tuesday, November 14, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Nina Hamilton, Amanda Klingler, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Bill McBride.

Called to order at 1:02 pm.

**1. Approval of Minutes #10 (November 7, 2017)**

Hamaker moved to approve; Stewart seconded; approved unanimously.

**2. Subcommittee Reports**

18-023 GEO 316 New Course – “Laboratory & Field Methods in Geochemistry”

Hamaker informed the committee that this proposal will be withdrawn and deleted from the system.

18-019 GEO 317 New Course – “Water Resources and Environmental Law

18-021 GEO 319 New Course – “Watershed Analysis and Hydrologic Modeling”

Hamaker moved to approve these two proposals; Edwards seconded the motion, which was unanimously approved.

18-017 GEO . New Program – “Environmental Systems Science & Sustainability (ESSS)”

Hamaker moved that this proposal be approved pending revisions; Edwards seconded the motion, which was unanimously approved. The revisions will entail clarifying the various tracks that students can declare (i.e., is the “generalist” route one of the tracks?) in the catalog copy, and removing mention of GEO 316 (as noted above, the proposal for 316 will be withdrawn).

18-027 SWK 465 New Course – “Advanced Social Work Practice in Integrated Behavioral Health”  
(graduate)

Stewart moved that this proposal be approved pending one minor revision; Hamaker seconded the motion, which was unanimously approved. Simply, the statement about “disabilities concerns” needs to be updated to the current language on “accommodations.”

18-046 PSY 477 New Course (graduate) – “School-based Prevention & Intervention Services”

Hamilton moved that this proposal be revised and resubmitted; Stewart seconded the motion, which was unanimously approved. Clarification is needed about the following on the syllabus: a) the relationship between the section outlining course assignments and that on class activities, as well as how these connect to the points that will be allotted for the course; and b) the relationship between participation days (for example, how many of these will there be?) and the points mapped out in Appendix A (basically, it is ambiguous how the rubric will be applied in practice).

**3. Continuing Business**

18-050 HIS 200 Revised Course – “Doing History”

Smudde and Pohlman are reviewing this proposal.

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Next meeting expected to be Tuesday, November 28, 2017.

Meeting adjourned at 1:50 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #12 (Tuesday, November 28, 2017)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Sally Parry, Macy Pohlman, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Nina Hamilton, Amanda Klingler.

Called to order at 1:05 pm.

**1. Approval of Minutes #11 (November 14, 2017)**

Hamaker moved to approve; Stewart seconded; approved unanimously.

**2. Subcommittee Reports**

18-050 HIS 200 Revised Course – “Doing History”

Pohlman moved to approve this proposal pending one minor revision; Smudde seconded the motion, which was unanimously approved with one abstention (Varga-Harris). The catalog copy is one word over the limit, but the committee determined this could be easily rectified by requesting that Jeri Ryburn remove the first word of the course description (“An”).

18-031 MAT 280 Revised Course – “Financial Mathematics”

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)

18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)

18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)

18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)

Hamaker moved that these proposals be revised and resubmitted; Edwards seconded the motion, which was unanimously approved. Across this cluster of proposals, the Associated Program Proposal “Actuarial Sequence” that is referred to must be created (this is especially pertinent to MAT 280); new, detailed sample syllabi must be provided (the old ones submitted offer excellent models for doing so, for example, in terms of how they map out the required assignments and grade scale, and employ current ISU language on “Accommodations”); and each new syllabus must be aligned with the “specifics” noted in its respective proposal.

**3. Continuing Business**

In SP 2018, the Committee will return to the task of completing its overhaul of the CAS Curriculum Committee Policies and Procedures.

Next meeting is TBD/expected to be held within the first few weeks of the SP 2018 semester.

Meeting adjourned at 1:34 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #13 (Tuesday, January 23, 2018)  
1:00 pm, 140 Stevenson Hall**

Members Present – Kevin Edwards, Chris Hamaker, Amanda Klingler, Sally Parry, Pete Smudde, Todd Stewart, Christine Varga-Harris.

Members Absent – Osoare Aideyan, Nina Hamilton, Macy Pohlman.

Called to order at 1:01 pm.

**1. Approval of Minutes #12 (November 28, 2017)**

Hamaker moved to approve; Smudde seconded; approved unanimously, with one abstention (Klingler).

**2. Subcommittee Reports**

18-032 MAT 380 Revised Course – “Actuarial Models I” (grad credit)

18-033 MAT 381 Revised Course – “Actuarial Models II” (grad credit)

18-034 MAT 383 Revised Course – “Actuarial Models III” (grad credit)

18-035 MAT 384 Revised Course – “Actuarial Models IV” (grad credit)

Hamaker moved to approve these four proposals; Smudde seconded the motion, which was unanimously approved based on the determination that a note should be added to underscore remaining inconsistencies between the proposals and syllabi (e.g. in terms of how “graduate work” is represented).

18-053 MAT . Revised Sequence – “Actuarial Sequence”

Hamaker moved to approve this proposal; Edwards seconded the motion, which was unanimously approved. The Committee recognizes, however, that before the proposal can go further in the system, typing errors in the “Justification” must be corrected for the sake of clarity; MAT 355 needs to be added to the list of “Associated Course Proposals” at the top of the Sequence Proposal, as well as in Section #6 (this is something Jeri Ryburn can fix); and the associated courses MAT 355 and MAT 280 must be approved.

**3. Assignment of Proposals to Subcommittees**

18-031 MAT 280 Revised Course – “Financial Mathematics”

Hamaker and Hamilton are reviewing this proposal.

18-054 MAT 355 New Course – “Generalized Linear Models and Predictive Modeling” (grad credit)

Hamaker and Aideyan volunteered to review this proposal.

18-051 CHE 461 New Course – “Heterogeneous Catalysis - Principles and Practice” (graduate)

Edwards and Klingler volunteered to review this proposal.

18-052 PHY 189.14 Temporary Course – “Intro to Making”

Smudde and Varga-Harris volunteered to review this proposal.

**4. Continuing Business**

Overhauling the Committee’s “Policies and Procedures” document.

Next meeting: Tuesday, January 30<sup>th</sup>.

Meeting adjourned at 1:32 pm.

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [MIns13](#) [Mins14](#) [Mins15](#) [MIns16](#) [Mins17](#) [Mins18](#)

Respectfully Submitted,  
Christine Varga-Harris



**College of Arts and Sciences  
Curriculum Committee  
Minutes #14 (Tuesday, January 30, 2018)  
1:00 pm, 140 Stevenson Hall**

Members Present: Kevin Edwards, Chris Hamaker, Todd Stewart, Sally Parry, Pete Smudde, Amanda Klingler

Members Absent: Christine Varga-Harris, Osoare Aideyan, Nina Hamilton, Macy Pohlman

**1. Approval of Minutes #13 (January 23, 2018)**

Smudde moved to approve, Hamaker seconds, unanimously approved

**2. Old Business/Subcommittee Reports/Continuing Business**

18-031 MAT 280 Revised Course – “Financial Mathematics”

Same grade scale and extra graduate work inconsistency as the other math proposals, in the online form mentions quizzes that don’t exist in the syllabus, Hamaker moves to approve with some caveats, seconded by Smudde. Unanimously approved.

18-054 MAT 355 New Course – “Generalized Linear Models and Predictive Modeling” (grad credit)

In the syllabus they discuss that it is a Monday Wednesday class, but things like homework collection will happen on Fridays according to the syllabus. Hidden pre-recs, math 351 has a requirement of 350 which has a requirement of 347 but it isn’t listed. Approval pending Jerry fix of hidden pre rec of math 350, with note on syllabus problem. Moved by Hamaker, seconded by Edwards, unanimously approved.

18-051 CHE 461 New Course – “Heterogeneous Catalysis - Principles and Practice” (graduate)

Slightly vague on the course description, but no real issues. Edwards moves to approve, Klingler seconds, all approve, Hamaker abstains.

18-052 PHY 189.14 Temporary Course – “Intro to Making”

No real concerns. Smudde moves to approve, Hamaker seconds, unanimously approved.

**3. Assignment of Proposals to Subcommittees**

18-055 PHI 360 New Course – “Topics in Environmental Philosophy” (grad credit)

Hamaker Volunteered to review this proposal, Varga-Harris assigned to review

**4. Continuing Business**

Overhauling the Committee’s “Policies and Procedures” document.

Next meeting 2-13, meeting adjourned at 1:36

**College of Arts and Sciences  
Curriculum Committee  
Minutes #15 Tuesday, February 13, 2018  
1:00 pm, 140 Stevenson Hall**

Members Present: Kevin Edwards, Chris Hamaker, Nina Hamilton, Todd Stewart, Sally Parry, Pete Smudde, Amanda Klingler, Christine Varga-Harris

Members Absent: Osoare Aideyan, Bill McBride, Macy Pohlman

Called to order at 1:06 pm.

**1. Approval of Minutes #14 (January 30, 2018)**

Hamaker moved to approve; Klingler seconded the motion, which was unanimously approved, with one abstention (Varga-Harris).

**2. Subcommittee Reports**

18-055 PHI 360 New Course – “Topics in Environmental Philosophy” (grad credit)

Hamaker moved to approve this proposal pending minor revisions; Varga-Harris seconded the motion, which was unanimously approved with one abstention (Stewart). The revisions will involve simply answering “yes” on the proposal to verify that Milner is being consulted; updating the language on “accommodations”; and clearly delineating the requirements and grade breakdown for graduate credit (e.g. what will the “research paper and presentation” cited entail? will these replace some of the undergraduate assignments? what will each of the graduate assignments be worth in the overall grading scheme?).

**3. Assignment of Proposals to Subcommittees**

18-056 ENG 351 “Digital Rhetorics” (Revised Course)

Hamilton and Smudde volunteered to review this proposal.

CHE 481 “Capstone Research Project I” (New Graduate Course)

CHE 482 “Capstone Research Project II” (New Graduate Course)

Stewart and Edwards volunteered to review these proposals.

**4. Continuing Business**

Overhauling the Committee’s “Policies and Procedures” document.

Next meeting: Tuesday, February 27<sup>th</sup>.

Meeting adjourned at 1:44 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #16 Tuesday, February 27, 2018  
1:00 pm, 140 Stevenson Hall**

**Members present:** Amanda Klingler, Nina Hamilton, Chris Hamaker, Sally Parry, Kevin Edwards, Pete Smudde, Todd Stewart

**Members Absent:** Osoare Aideyan, Bill McBride, Macy Pohlman, Christine Varga-Harris

Meeting called to order at 1:05

**1. Approval of Minutes #15 (February 13, 2018)**

Hamilton moves to approve, Hamaker seconds, unanimously approved

**2. Old Business/Subcommittee Reports/Continuing Business**

**18-056 ENG 351 “Digital Rhetorics” (Revised Course)  
Hamilton and Smudde volunteered to review this proposal.**

They have only included the revisions they are suggesting to the copy, not the complete copy. The change in title needs to be indicated. There is the potential for overlap between some com classes and this class if there is not discussion between the two parties. It is proposed that the proposal writer to speak with Steve Hunt and receive a letter of non-objection or a cross listing. In item one of the catalog copy there are no prerequisites for graduate students beyond graduate standing, however the way it is written will lead graduate students to believe that they need to take all the prerequisites listed for undergraduates. It is suggested that they add “or graduate standing” to this description if it fits their ideas for the course. There is nothing included about how graduate students will be evaluated in comparison to undergraduate students in terms of both the extra presentation assignment and the overall grading. In the catalog copy they should state that this course was “formerly listed as Hyper Text.”

Hamilton moves to approve pending revisions, Smudde seconds. Unanimously approved.

**18-057 CHE 481 “Capstone Research Project I” (New Graduate Course)  
18-058 CHE 482 “Capstone Research Project II” (New Graduate Course)  
Stewart and Edwards volunteered to review these proposals.**

They need to strip out the extraneous information from the catalog copy such as course number. The “or” in the prerequisites section needs to have the underline removed. While the committee understands that each students’ project will require different readings and have different time frames, however we would like a sample timeline that lists things such as when first drafts should be complete and so on. We need to determine if these courses are a required part of the associated proposals listed. If so, the associated proposals will need to be updated to include these courses. If not, they need to disassociate the other proposals before it can be approved.

Discussion of these courses has been tabled until this issue can be resolved.

[Mins1](#) [Mins2](#) [Mins3](#) [Mins3\(Amended\)](#) [Mins4](#) [Mins5](#) [Mins6](#) [Mins7](#) [Mins8](#) [Mins9](#)  
[Mins10](#) [Mins11](#) [Mins12](#) [Mins13](#) [Mins14](#) [Mins15](#) [Mins16](#) [Mins17](#) [Mins18](#)

### **3. Assignment of Proposals to Subcommittees**

**18-059 PSY 477 New Course – “School-based Prevention & Intervention Services” (graduate course)**

Hamaker and Hamilton volunteered to review these proposals.

**18-060 SWK 404 New Course - "Gender and Sexuality in U.S. Society" (graduate course)**

Varga- Harris and Aideyan were assigned to review these proposals.

### **4. Continuing Business**

Overhauling the Committee’s “Policies and Procedures” document.

The changes made by Parry were reviewed by the committee. The phrase “make sure that it is no more than 20 words long” on page 6 should be moved next to the bullet point “Course descriptions.

Next meeting: Tuesday, March 20<sup>th</sup>

Meeting adjourned at 1:48pm

**College of Arts and Sciences  
Curriculum Committee  
Minutes #17 (Tuesday, March 20, 2018)  
1:00 pm, 140 Stevenson Hall**

**Members present:** Amanda Klingler, Nina Hamilton, Sally Parry, Kevin Edwards, Todd Stewart, Christine Varga-Harris

**Members Absent:** Osoare Aideyan, Chris Hamaker, Bill McBride, Macy Pohlman, Pete Smudde

Meeting called to order at 1:07

- 1. Approval of Minutes #16 (February 27, 2018)**  
Stewart moved to approve, Edwards seconded; approved unanimously, with two abstentions (Hamilton and Varga-Harris)
- 2. Old Business**  
Stewart provided updates on recent Chemistry proposals, and Parry offered an overview of upcoming changes in Economics (e.g. regarding Actuarial Science Proposals).
- 3. Subcommittee Reports**  
18-059 PSY 477 New Course – “School-based Prevention & Intervention Services” (graduate course)  
Hamilton moved to approve this proposal; Hamaker seconded the motion (in absentia), which was unanimously approved.  
  
18-060 SWK 404 New Course – “Gender and Sexuality in U.S. Society” (graduate course)  
Varga-Harris moved to approve this proposal pending minor revisions; Stewart second the motion, which was unanimously approved, with one abstention (Hamilton). The revisions will entail removing from the course description “(20 Words or Less)” in the proposal, and updating both the language and links regarding “Accommodations” and “Academic Misconduct” on the syllabus.
- 4. Assignment of Proposals to Subcommittees**  
18-061 BSC 451 New Course – “Cell Signaling and Regulation” (graduate course)  
Hamilton and Varga-Harris volunteered to review this proposal.  
  
18-062 ECO . Revised Major – “General Economics”  
18-063 ECO . Revised Major – “Managerial Economics”  
18-064 ECO . Revised Minor – “Economics Minor”  
Klingler and Edwards volunteered to review these three proposals.
- 5. Continuing Business**  
Overhauling the Committee’s “Policies and Procedures” document.

Next meeting: Tuesday, April 3<sup>rd</sup>

Meeting adjourned at 1:41 pm.

Respectfully Submitted,  
Christine Varga-Harris

**College of Arts and Sciences  
Curriculum Committee  
Minutes #18 (Tuesday, April 3, 2018)  
1:00 pm, 140 Stevenson Hall**

**Members present:** Amanda Klingler, Chris Hamaker, Nina Hamilton, Sally Parry, Kevin Edwards, Pete Smudde, Todd Stewart, Christine Varga-Harris

**Members Absent:** Osoare Aideyan, Bill McBride

Meeting called to order at 1:02

**1. Approval of Minutes #17 (March 20, 2018)**

Stewart moved to approve, Edwards seconded; approved unanimously, with two abstentions (Hamaker and Hamilton).

**2. Subcommittee Reports**

18-061 BSC 451 New Course – “Cell Signaling and Regulation” (graduate course)

Hamilton moved to approve this proposal; Varga-Harris seconded the motion, which was unanimously approved, with two abstentions (Edwards and Klingler).

18-062 ECO . Revised Major – “General Economics”

18-063 ECO . Revised Major – “Managerial Economics”

18-064 ECO . Revised Minor – “Economics Minor”

Edwards moved to approve these three proposals, pending minor editorial revisions; Klingler seconded the motion, which was unanimously approved. In each proposal, there are some “strikeouts” and/or extraneous text that need to be removed. Stewart offered to bring these to the attention of Jeri Ryburn, who can make the necessary changes.

**3. Assignment of Proposals to Subcommittees**

18-065 MAT 338 New Course – “Topics in Algebra and Related Areas” (graduate credit)

Hamaker and Aideyan volunteered to review this proposal.

**4. Continuing Business**

The Committee completed the last of the work on overhauling its “Policies and Procedures” document.

Next meeting: (if needed, tentatively) Tuesday, April 17

Meeting adjourned at 1:48 pm.

Respectfully Submitted,  
Christine Varga-Harris