

Curriculum Committee Meeting

Minutes

September 23, 2025

Present: JD Carpenter, Scott Beatty, Connie Stout, Lloyd Bone, Kevin Evans, Amanda Chapman, David O'Dell, Robin Crigler (proxy for Kaitlin Ensor), Dwight Heaster, Sara Sawyer, Bob Hutton, Brooklyn Golden and Rachel Adams

Absent: Mari Clements, Adam Black, Kaitlin Ensor (Robin Crigler served as proxy), Schuyler Chapman

Guests: Pam Brown, Ann Reed

Election of Chair

- Both Chair and Vice-Chair were absent for the meeting. Per the bylaws, the committee had to select a member to run the meeting
- The committee selected Connie Stout to run the 9/23 meeting

Approval of Minutes

- Minutes from September 9, 2025: David motioned to approve, Amanda seconded. Motion passed.

New Business

General Education Learning Outcomes/Process:

- Ashley updated the committee that Mari confirmed with Melody about the process for adding new general education courses
- Departments will work with the General Education Committee to update course outlines and identify new courses
- The General Education Committee will then send recommendations to the Curriculum Committee for review and approval

Work Experience & Internship Course Outlines:

- Course outlines for Work Experience & Internship courses are required only if they are required in program, or if they have prerequisites or corequisites
- Courses that are required in programs or that have pre- and corequisites are listed in the Course Offerings section of the catalog, and a copy of the outline is kept on file in Academic Affairs
- Ashley provided summary spreadsheets of these courses and whether or not an outline is required
- BIOL 497 is required but an outline is not on file, the course is also not listed in Course Offerings
- An outline is on file for BUSN 297, but it is not needed since it is not required for any program. This course will also be removed from the Course Offerings listing
- The course outline for CRJU 397 is missing, but Land Resources is working to submit one

Criminal Justice Course Outlines

- The committee questioned the use of shorthand on the outline for CRJU 105. Scott clarified that this was law enforcement shorthand
- The committee decided that the required hours for work experience and internship courses don't need to be listed on each course outline, since these could change
- The committee also recommended changing "Understand" in the listing of learning objectives on the outline for CRJU 497
- Scott will discuss the outlines with his department and present at the next meeting

Health Sciences Course Outlines

- The old course outlines were reviewed and revised by the College of Health Sciences
- PED 106 will be discontinued
- The title of PED 223 is changing
- JD motioned to approve the new outlines and discontinuation of PED 106, Amanda seconded. Robin abstained. Motion passed

Science & Math Course Outlines

- CHEM 310 & CHEM 450 are new courses, in anticipation of revisions to the Chemistry major
- CHEM 450 will be required, and will be a prerequisite to the research course
- CHEM 310 will be a part of a new concentration
- There was a small grammatical edit to the outline for CHEM 310
- Dwight motioned to approve CHEM 310 & 450 as new courses, with the amendment. Sara seconded. Robin abstained. Motion passed

Business Course Outlines

- Revised outlines:
 - Old course outlines were reviewed and revised by the Department of Business
 - SMGT 313 will be discontinued
 - The title of BUSN 193 is changing
 - Work experience/internship hours should be removed from all course outlines
 - The committee questioned "Consent of Department Chairperson or faculty" since that is being removed from all course outlines. There is already a process in place (Course Override form) for students to obtain Chair and faculty approval to take a course they don't meet prerequisite(s) for. "Or consent of faculty" should be removed from outlines submitted in this packet
 - Amanda motioned to approve the course outlines, with amendments. David seconded. Robin abstained. Motion passed
- New courses (CIA 397/497)
 - CIA 397 & CIA 497 are new courses, and are listed as Restricted Electives in the Computer Analysis & Information major
 - Work hours should be removed from these outlines

- The credit hours and repeatable information were questioned, whether it should be 3-6 or 1-3 and how many times the course could be repeated.
 - The credit hours should be 1-3, and the course “can be repeated for up to 6 credit hours”
- JD will discuss these changes with Mark for the next meeting

Connie adjourned the meeting at 1:20 p.m.

September 29, 2025

Ashley Nicholas