

**Arkansas Tech University - Ozark
Curriculum Committee Meeting
August 16, 2022**

Minutes

CALL TO ORDER	<p>The Curriculum Committee (CC) met via Webex on Wednesday, August 15, 2022 at 10:00 a.m. The following members were present:</p> <p style="margin-left: 40px;">Heather Nelson – Chair Julie Auterson – Recorder Todd Birkhead – Past-chair Gary Donberger – Trades Shelley Koone – General Education/ Math Julie Schmalz – Ex officio Erin Brickley – Ex officio</p>
APPROVAL OF MINUTES	<p>Heather Nelson called the meeting to order at 4:01 PM and asked that the minutes be approved as distributed. Motion by Todd Birkhead, second by Julie Auterson to approve the minutes as distributed. Motion carried.</p>
OLD BUSINESS	<p>Bylaws – Dr. Jacobs reviewed revisions from 3/31/2021. Committee addressed three questions emailed from Dr. Jacobs:</p> <ol style="list-style-type: none"> 1. Staggering positions to ensure some continuity and institutional history. <ol style="list-style-type: none"> a. Committee prefers a standard 3-year term, but staggering the beginning year. CC Chair is responsible for maintaining records each year with member rotations. See Announcement section for current schedule of members. 2. It is critical that the CC be mindful of proposals that impact other programs and ensure all parties are informed and part of the process. Should General Education representative be ex-officio or voting member? <ol style="list-style-type: none"> a. CC agreed there should be at least 5-6 reps from different areas of the campus so as not to overlook cross-changes. Due to this, decision was made to have General Education representative serve as a voting member. In addition, this 5th voting member would serve as tie-breaker for split votes. Motion by Todd Birkhead, second by Julie Auterson to approve the change in bylaws for the General Education representative. Motion carried. 3. What is process of approvals for curriculum changes? Is the CC a recommending body, with official approval in the COA office? <ol style="list-style-type: none"> a. The role of the CC on the Ozark Campus is to review department curriculum requests, and send to the COA for final approval. If “not approved” by either the CC or the COA, the requesting department is to be notified within two weeks by the CC Chair. Addendum of 2022 Curricular Process is attached to meeting minutes.

Heather Nelson will send revised Bylaws to CAO for approval.

Open Positions – Welcome new members! Gary Donberger from Trades, and Shelley Koone from General Education / Math.

NEW BUSINESS

Heather Nelson asked the CC to consider the changes requested by the respective programs below.

Practical Nursing – presented by Blaine Snyder, PN Program Chair

Effective with the Fall 2022 semester:
Changes for Program Learning Outcomes are included in supporting documents as addendum to meeting minutes.

Heather Nelson asked if there was any concern about removing learning outcomes that referred to written and oral skills, as well as continuing education after graduation. Neither of these outcomes are assessed in the program, and continuing education after graduation is not a learning outcome assessed during the program. No further discussion from CC.

Motion by Julie Auterson, second by Shelley Koone to approve the changes requested by PN. Motion carried.

ANNOUNCEMENTS

Rotation of committee members (July 1 – June 31):

Todd Birkhead	2020 – off July 2023
Heather Nelson	2021 – off July 2024
Julie Auterson	2021 – off July 2024
Gary Donberger	2022 – off July 2025
Shelley Koone	2022 – off July 2025
Ex-O: Julie Schmalz / Student Services	Permanent
Ex-O: Erin Brickley / Registrar	Permanent

For 2022 – 2023, standing meetings will be the last Tuesday of every month at 4:00 pm.

ADJOURNMENT

Motion by Julie Auterson, second by Todd Birkhead to adjourn the meeting. Motion carried. The meeting was adjourned at 4:25 PM.
