AGENDA

Curriculum Committee

Date | time 08/26/2025 | 4:00PM | *Meeting called by* Heather Nelson

Members

Chair: Heather Nelson, LGM /Business | Recorder: Shelley Koone, General Education | Gary Donberger, Trades | Julie Auterson, Cosmetology | Lisa Pittman, HSW | Ex Officio: Julie Schmaltz | Ex Officio: Erin Brickley

#	Item	
1	Call to Order	
2	Past meeting minutes	
3	Old Business	
	A. Approval status of past meeting minutes.	
4	New Business	
	A. Review of CC process	
	B. New portal for CC	by Erin Brickley
	C. LE – Cosmetic change request	by David Spicer
5	Adjournment	

Arkansas Tech University - Ozark
Curriculum Committee Meeting Minutes
August 28, 2025

CALL TO ORDER	The Curriculum Committee (CC) met in the HSW conference room on Tuesday, August 26 at 4:00 p.m. The following members were present: Heather Nelson – Chair Julie Auterson – Cosmo Lisa Pittman - HSW Erin Brickley – Ex officio Absent from the meeting was: Julie Schmalz – Ex officio Shelley Koone – Recorder General Education/ Math Gary Donberger – Trades
APPROVAL OF MINUTES	Heather Nelson called the meeting to order at 4:02. Minutes from the April meeting were read by Nelson. Motion to accept the minutes with this addition was made by Auterson, and seconded by Pittman. Motion carried.

OLD BUSINESS	• Dr Smith approved April meeting minutes via email on 5/2/2025.
	• An update provided by Brickley on the LGM CP: Still pending ADHE approval; anticipated in October.
	• Heather emailed a proposed revision of the CC Bylaws to Dr. Smith regarding CC member roll-off terms. Approved on 5/2/2025. Roll-off terms will be discussed at next meeting (September).
	• Update provided by Pittman on updating Nursing program (PLOs) and course learning outcomes (CLOs) to align with Bloom's taxonomy:
	   ○ Syllabi have updated CLOs with Bloom's taxonomy
	   ○ PLOs and CLOs still pending approval by State Board of Nursing and accreditation body.
	   ○ Once approved, the PLOs will need to be updated on the website

NEW BUSINESS	• CC reviewed the Curriculum Approval Process in the Faculty Handbook and the Ozark Curriculum Committee Bylaws.
	   ○ Based on the Ozark Bylaws, initial requests are to be made to Dr. Smith's office prior to submitting to the CC.
	   ○ In addition, all curriculum changes that will take place in the catalog must be submitted to CC by October 1; which would fall on September meeting.
	   ○ Therefore, in preplanning for academic year 2026-27, it was proposed by Nelson to send an email out to all program chairs about upcoming dates:
	       ■ Sept.15: submit initial request to Dr. Smith
	       ■ Sept. 23: pending Dr. Smith's approval, CC meeting to review all requests

- o Brickley and Nelson confirmed with Dr. Smith on dates and expectations; email sent to Program Chairs on 8/27/25 at 11:18 AM.
  - o Brickley clarified that all website updates for CC meetings and documents should now be sent to Charis Fox at cfox15@atu.edu
- Cosmetic Change for LE 2013 Introduction to Computer Crime presented by Brickley and Nelson on behalf of David Spicer, LE Program Chair.
  - o Remove BST 1303 Intro to Computers as a prerequisite to LE 2013.
  - o This will not change credit hours or interfere with the LE program requirements.
  - o As this is cosmetic it did not require a vote.

ANNOUNCEMENTS	Next meeting will be September 23 at 4:00 PM in HSW Conference Room
ADJOURNMENT	Motion by Pittman, second by Auterson to adjourn the meeting. Motion carried. The meeting was adjourned at 4:56 PM.

Arkansas Tech University – Ozark Campus

REQUEST FOR COSMETIC COURSE CHANGES	
Course Subject: **Law Enforcement**	Course Number: **LE 2013**
Official Title: **Introduction to Computer Crime**	
Request: **Removal of the prerequisite requirement for BST 1303 Intro to Computers.**	
Please provide a justification as to why this change is cosmetic. **Students would be able to successfully complete the course without taking BST 1303 Intro to Computers prior to LE 2013 Introduction to Computer Crime.**	
Please provide a rationale for the change including the evidence derived from your program assessment that justifies this change. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline. **None provided.**	
If this change will affect other departments, a Departmental Support Form for each affected department must be attached. **No.**	

Approved:

_____   _____
Signature of the Vice Chancellor of Academic   Date of Approval
Affairs

From:	Tina Smith
Sent:	Thursday, August 28, 2025 7:54 AM
To:	Heather Nelson
Subject:	Re: AUG Curriculum Committee Minutes -- APPROVAL NEEDED

Hi Heather,

These minutes are very informative and clear. I approve them.

I also want to tell you that you do a great job leading this committee.

Have a great day!

Dr. Tina Smith
Vice Chancellor Academic Affairs
and Workforce Advancement
Cell: 479-518-6434
Email: tsmith145@atu.edu

From: Heather Nelson <hnelson1@atu.edu>
Date: Wednesday, August 27, 2025 at 1:36 PM
To: Tina Smith <tsmith145@atu.edu>
Subject: AUG Curriculum Committee Minutes -- APPROVAL NEEDED

Hello Dr. Smith,

Please see the attached minutes from our CC meeting this month, for your review and approval.

Highlights:
1. Law Enforcement (LE) 2013 cosmetic change to remove pre-requisite
2. Form is last page in attached PDF

Kind regards,

Heather E. Nelson
Logistics Management
Program Chair
(479) 508-3367
https://www.atu.edu/ozark/degrees/associates/logistics-management.php

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