

**Arkansas Tech University - Ozark**  
**Curriculum Committee Meeting**  
December 6, 2005

The Curriculum Committee met in the Conference Room of the Administration Building on Tuesday, December 6, 2005 at 3:15 p.m. The following members were present: Tekla Barr, Cathy Fultz, Stan Hatcher, Janet Mickens, William Nehus, Jo Blondin, and Brenda Shoop. Also present were Ron Hutain and Debra Wofford.

APPROVAL OF  
MINUTES

Mr. Warden called the meeting to order and asked for action to approve the minutes from the previous meeting. Motion by William Nehus, second by Tekla Barr to approve the minutes as distributed. Motion carried.

CURRICULAR  
ITEMS

Mr. Warden asked the Committee to consider a proposal made by the Admissions Council regarding a minimum hour requirement of Technical Certificate graduates returning to pursue the Associate of Applied Science degree as listed below. Motion by William Nehus, second by Stan Hatcher to approve the first paragraph, but table the second paragraph till the February meeting to discuss in more detail for clarification.

Students returning to pursue an Associate of Applied Science degree who have not yet earned a degree and meet requirements to earn the Associate of Applied Science by having previously taken all required technical course work and general education requirements either at Arkansas Tech University or an accepted accredited transfer institution may earn the Associate of Applied Science degree by successfully completing a minimum of 3 additional hours at an Arkansas Tech University campus.

Students pursuing an Associate of Applied Science degree who have previously earned a degree must complete an additional 30 hours and meet all requirements for the Associate of Applied Science degree.

Mr. Warden asked for action to approve the following changes requested by Business Technology.

1. Beginning with the Fall 2006 semester, delete BUS 0903 Keyboarding w/Lab and include BUS 1063 Legal Environment of Business in the curriculum requirements for technical certification.
2. Beginning with the Spring semester, change BUS 2173 Special Topics for Business Technology to be repeatable for credit. The course may be repeated one time for credit. The primary topic will vary from offering to offering.
3. Create BUS 1083 Introduction to Economics.

4. Beginning with the Fall 2006 semester, replace BUS 1023 Business Mathematics with BUS 1083 Introduction to Economics in the Business Technology curriculum requirements for the degree of Associate of Applied Science in Business Technology.

5. Pending approval by ADHE, create a technical certificate in Business Technology - Banking to be effective Fall 2006.

6. Pending approval by ADHE, create the following courses to be included under the Banking option for Business Technology to be effective Fall 2006:

BUS 2303 Money and Banking  
BUS 2313 Branch Support  
BUS 2323 Item Processing  
BUS 2333 Credit Administration

7. Pending approval by ADHE, create an additional option for Banking in the Associate of Applied Science in Business Technology degree to be effective Fall 2006.

After some discussion, Debra Wofford asked that item number one from above be stricken and removed from the request. She stated that keyboarding is a fundamental skill that all business students must possess and she did not want to have that class removed from the Business Technology curriculum.

Dr. Blondin urged employees to remember that advising is a key issue and we want to push students deeply into the curriculum. She added that employers need letter writing skills, and keyboarding skills.

Motion by Cathy Fultz, second by William Nehus to approve the above changes requested by Business Technology with the exception of number one. Motion carried.

OTHER  
BUSINESS

There was no other business.

ADJOURNMENT Motion by Tekla Barr, second by Cathy Fultz to adjourn the meeting.  
Motion carried. The meeting was adjourned at 4:00 p.m.