

**Arkansas Tech University - Ozark**  
**Curriculum Committee Meeting**  
 October 25, 2022  
 Minutes

CALL TO ORDER	<p>The Curriculum Committee (CC) met via Webex on Tuesday, October 25, 2022 at 4:00 p.m. The following members were present:</p> <p style="padding-left: 40px;">Heather Nelson – Chair          Todd Birkhead – Past-chair          Julie Auterson – Recorder          Gary Donberger – Trades          Erin Brickley – Ex officio</p> <p>Absent members:</p> <p style="padding-left: 40px;">Shelley Koone – General Education/ Math          Julie Schmalz – Ex officio</p>
APPROVAL OF MINUTES	<p>Heather Nelson called the meeting to order at 4:00 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 approved the durations of the times set forth from the last meeting.</p> <p>Bylaws are approved and on shared S: drive.</p>
NEW BUSINESS	<p>Heather Nelson asked the CC to consider the changes requested by the respective programs below.</p> <p><b>Banking Program – presented by Charlotte Coats, Program Chair</b></p> <p>Effective with the Spring 2023 semester:</p> <p><b>Request #1:</b> Change special topics course to Practicum / Internships Supporting documents (see attached) to replace Special topics class with the addition of a “Banking Services Practicum” class, denoted as an internship. Nelson stated the form needs to be revised of following:</p> <ul style="list-style-type: none"> <li>• Internship box selected</li> <li>• Either Major or Minor course for program – Coats clarified that the course will not be an elective, but a required course.</li> <li>• Co-requisites: Remove the statement “Must hold a position in banking, either part-time or full-time.” – Coats clarified that a student can complete the internship without having to hold a current position in banking.</li> </ul> <p>Additional forms must be submitted to Academic Affairs:</p> <ul style="list-style-type: none"> <li>• Course removal form – to remove special topics course</li> <li>• Request for Program Change – as noted on Course addition request form</li> </ul>

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Coats informed the Board that the addition of the internship class will not affect other classes. Coats will present the paperwork to Academic Affairs/Dr. Jacobs for final approval.

Motion by Julie Auterson, second by Todd Birkhead to approve Request #1 with correct forms. Motion carried.

**Request #2:** Create a Work Based Learning internship that is 1-year, beginning in Summer.

Nelson asked if all students would be required to complete this 1-year internship; Coats clarified a select group of 2-3 students would complete after an interview process. A textbook is required as part of the internship.

Nelson asked if there were any issues with financial aid for a 1-year internship; need further research on this point.

Coats stated she is still working with Dr. Jacobs on how to structure the WBL internship.

Item tabled until further notice.

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ANNOUNCEMENTS	N/A
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ADJOURNMENT	Motion by Todd Birkhead, second by Gary Donberger to adjourn the meeting. Motion carried. The meeting was adjourned at 4:26 PM.
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