

**Arkansas Tech University - Ozark  
Curriculum Committee Meeting  
January 31, 2022  
Minutes**

CALL TO ORDER	<p>The Curriculum Committee (CC) met via Webex on Tuesday, January 31, 2023 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 Shelley Koone – General Education/ Math</p> <p>Absent members: Julie Schmalz – Ex officio</p> <p>Program Representative: Charlotte Coats – Banking Program</p>
APPROVAL OF MINUTES	<p>Heather Nelson called the meeting to order at 4:02 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><b>Banking Program – presented by Charlotte Coats, Program Chair</b> Effective with the Spring 2023 semester:</p> <p><b>Request #1:</b> Change BNK 2993 Special Topics In Banking course to Internship I. Supporting documents (see attached) to replace BNK 2993 with the addition of a BNK ##### Internship I course:</p> <ul style="list-style-type: none"> <li>• Course Removal for BNK 2993</li> <li>• Course Addition for BNK ##### Internship I</li> <li>• Program Change Form</li> <li>• Syllabus for BNK ##### Internship I</li> </ul> <p>Motion by Julie Auterson, second by Todd Birkhead to approve Request #1 with corrected forms. Motion carried.</p> <p><b>Request #2:</b> Charlotte Coats cancelled this request. No further action needed.</p>
NEW BUSINESS	<p>Erin Brickley introduced a new system that will be directly tied to Degree Works. As such all substitutions and course changes need to be completed by April 1. Brickley does not foresee any programs needed to make changes presented to the CC, only cosmetic changes.</p> <p>Charlotte Coats notified the CC of an error on the Ozark Curriculum Committee website:</p>

---

(<https://www.atu.edu/ozark/standingcommittees/curriculumcommittee.php>)  
under “**DOCUMENTS**” → “**Forms**” for the “Ozark Program Change”.  
Nelson emailed Laura Rudolph in Ozark Marketing on 1/31/2023 to update  
the link to the proper form.

---

ANNOUNCEMENTS      Next meeting scheduled for Tuesday, February 28 at 4:00 PM CST.

---

ADJOURNMENT          Motion by Shelley Koone, second by Todd Birkhead to adjourn the meeting.  
Motion carried. The meeting was adjourned at 4:19 PM.

---