**Arkansas Tech University - Ozark**
**Curriculum Committee Meeting**
September 26, 2023
Minutes

| | |
|---|---|
| CALL TO ORDER | The Curriculum Committee (CC) met on-campus in HSW conference room. Heather Nelson, Chair, called the meeting to order at 4:00 PM.<br><br>The following members were present:<br>　　Heather Nelson – Chair / Business<br>　　Shelley Koone – Recorder / General Education/ Math<br>　　Julie Auterson – Cosmo<br>　　Mark Maxwell – Health Sciences<br>　　Gary Donberger – Trades<br>　　Erin Brickley – Ex officio<br><br>We were also joined by:<br>　　Stacey McCollough – Automation Technology<br>　　Cody Harkness – Automation Technology<br><br>Absent from the meeting was:<br>　　Julie Schmalz – Ex officio |
| APPROVAL OF MINUTES | Minutes from the August meeting were read by Shelley Koone. Motion to approve the minutes as read was made by Mark Maxwell and seconded by Julie Auterson. Motion carried. |
| OLD BUSINESS | Heather Nelson asked Mark Maxwell about meeting with the Assessment Committee about the changes that were previously voted on for the Logistics Management program. No progress made yet. |
| NEW BUSINESS | A request was submitted by McCollough and Harkness to make the following changes to the Automation Technology program. The purpose of these changes is to update the program to meet changing industry needs.<br>• Remove 3 major courses from program: AT 1153 Networking I, AT 1253 Networking II, and AT 1303 PC Maintenance I<br>• Remove 1 elective course: AT 2303 PC Maintenance II<br>• Add 3 major courses:<br>　o AT 1133 Introduction to Manufacturing components taken in the first semester of the program teaches students the basic tools of the trade<br>　o AT 1113 Industrial Networking will incorporate some parts of Networking I and II with applications specific to automation<br>　o AT 2223 Introduction to Process Technology<br>　　▪ Syllabus was presented for review |

- Extend 4 courses that were previously paired as 8-week courses into 16-week courses:
  - AT 2133 Intro to Programmable Controllers and AT 2143 Programmable Controllers
  - AT 2153 Intro to Industrial Automation and AT 2163 Industrial Automation
- Update co-requisites, pre-requisites and semesters that courses are offered for better flow of courses for students and instructors
- Clarifying Questions were asked by committee members:
  - Shelley Koone asked is there was any issue removing the Networking classes since they are cross listed as CIS courses.
    - These will still be offered as CIS courses, but will not be listed as AT courses and will not be accepted as substitutes for AT program.
  - Heather Nelson asked if the deleted courses are taken by students from any other programs or cross-listed by other programs.
    - They are not.
  - Nelson also asked if the new course program matrix totaled 60 hours for the AAS, and would allow students to complete the AAS in 2 years?
    - Stacey confirmed that the AT AAS is 60 credit hours, and students would be able to complete the AAS in 2 years.
  - It was suggested that the syllabi include any materials that students are required to purchase other than the textbooks, that some of the language in the syllabi be changed such as "Disability", and that a statement be added about dress code for safety issues in the labs. Mark Maxwell and Gary Donberger offered to provide some examples of statements they include in their syllabi.
    - Stacey and Cody will use the most recent syllabus policies and update the syllabus for official approval.

Motion made by Shelley Koone to approve program changes subject to syllabi updates. Second by Julie Auterson. Motion Carried. Appropriate forms to be submitted with minutes and follow up with other relevant committees.

| | |
|---|---|
| ANNOUNCEMENTS | Next meeting will be on October 24, 2023 at 4:00 PM in the HSW conference room. |
| ADJOURNMENT | Motion by Gary Donberger to adjourn the meeting. Second by Mark Maxwell. Motion carried. The meeting was adjourned at 4:46. |