

**Arkansas Tech University - Ozark
Curriculum Committee Meeting**

Date: November 28, 2023

Minutes

CALL TO ORDER	<p>The Curriculum Committee (CC) met on-campus in HSW conference room. Heather Nelson, Chair, called the meeting to order at 4:03 PM.</p> <p>The following members were present:</p> <ul style="list-style-type: none"> Heather Nelson – Chair Shelley Koone – Recorder General Education/ Math Gary Donberger – Trades Mark Maxwell - HSW Erin Brickley – Ex officio Julie Schmalz – Ex officio <p>Missing from the meeting was:</p> <ul style="list-style-type: none"> Julie Auterson – Cosmo
APPROVAL OF MINUTES	<p>The minutes from September 26 were read by Shelley Koone, Recorder. The committee did not meet in October as there were no agenda items to discuss. Motion to approve the past minutes as read was made by Gary Donberger, and second by Mark Maxwell. Motion carried.</p>
OLD BUSINESS	<p>In old business, the committee discussed:</p> <ul style="list-style-type: none"> • Update on Automation Technology Proposal The changes to the Automation Technology Program were approved by Dr. Jacobs. • Assessment Committee Heather presented the LGM program changes to the Assessment Committee (AC) on Oct. 24. While the AC does not vote or designate approvals, the Committee had no recommended changes. From that meeting, the succeeding item was addressed. • Possible change in procedure for curriculum changes. The current procedure for curriculum changes is that a representative comes to the Curriculum Committee for approval before presenting changes to the Assessment Committee. Ideally, the representative would go to the AC first because the CC forms require assessment information. Heather is working with Shirley Bonner, Chair of the Assessment Committee, to discuss the change in procedure.
NEW BUSINESS	<p>Heather Nelson, Logistics Management Chair, presented a course change for her program:</p> <ul style="list-style-type: none"> • After conferring with the LGM Advisory Board (AB) on Nov. 16, 2023, the LGM AB clarified that graduates of the LGM program do not need “Expert” level Excel skills covered in the BST 2053 Advanced Spreadsheet course. Most of the skills needed for entry level positions are covered in BST 1013 (Basic) Spreadsheets, and

the AB provided examples. There are a few advanced skills that students may need, which Heather has already incorporated into other LGM courses.

- The requested change is to lower the required course to BST 1013 Spreadsheets, with BST 2053 Advanced Spreadsheets listed as an elective course for students who wish to know more.
- The CC did not have any suggested changes.
- Motion via email by Mark Maxwell, seconded via email by Shelley Koone to approve the change. Motion carried by email vote 11/29/2023.

ANNOUNCEMENTS	The committee will not meet in December due to the holidays. The next meeting will be on January 30, 2024 at 4:00 PM in the HSW Conference room.
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ADJOURNMENT	Motion by Shelley Koone, second by Mark Maxwell to adjourn the meeting. Motion carried. The meeting was adjourned at 4:24 PM.
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