

AGENDA

Curriculum Committee

Date | time 08/27/2024 | 4:00PM | *Meeting called by* Heather Nelson

Members

Chair: Heather Nelson, LGM /Business | Recorder: Shelley Koone, General Education | Gary Donberger, Trades | Julie Auterson, Cosmetology | Mark Maxwell, HSW | Ex Officio: Julie Schmaltz | Ex Officio: Erin Brickley

- | # | Item |
|---|--|
| 1 | Call to Order |
| 2 | Past meeting minutes |
| 3 | Old Business <ul style="list-style-type: none">A. Pending approval of past minutes by Dr. Sheila Jacobs |
| 4 | New Business <ul style="list-style-type: none">A. Review Bylaws and CC processB. LGM Elective change – cosmetic |
| 5 | Adjournment |
-

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

Date: August 27, 2024

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 3:58 PM.</p> <p>The following members were present:</p> <p style="margin-left: 40px;">Heather Nelson – Chair Shelley Koone – Recorder General Education/ Math Julie Auterson – Cosmo Mark Maxwell – HSW Gary Donberger – Trades Erin Brickley – Ex officio</p> <p>Absent from the meeting: Julie Schmalz – Ex officio</p>
APPROVAL OF MINUTES	<p>The minutes from April 23 were read by Shelley Koone, Recorder. It was noted that we did not meet by Webex in April. We met in the HSW conference room. Motion to approve the past minutes was made by Auterson, and second by Maxwell. Motion carried.</p>
OLD BUSINESS	<p>PTA Program</p> <ul style="list-style-type: none">• The changes to the PTA program were approved. Approval was received in the form of verbal confirmation via Erin Brickley. <p>2024 Committee Members and Officers</p> <ul style="list-style-type: none">• Dr. Jacobs approved the minutes from the April meeting thus approving the continuation of members and officers as voted on in the April 2024 meeting.
NEW BUSINESS	<p>Bylaw Review</p> <ul style="list-style-type: none">• We conducted our annual review of the committee bylaws. The only change is a cosmetic change to update the language from Chief Academic Officer (CAO) to Vice Chancellor of Academic Affairs and Workforce Advancement (VCAAWA). This is in accordance with the title change made by administration in May 2024. <p>LGM Elective change</p> <ul style="list-style-type: none">• Changing the name of the description for an elective in the course catalog does not require CC approval. Cosmetic change only.
ANNOUNCEMENTS	<p>The next meeting will be on September 24, 2024 at 4:00 PM in the HSW Conference room.</p>

ADJOURNMENT

Motion by Donberger, second by Auterson to adjourn the meeting. Motion carried. The meeting was adjourned at 4:15 PM.

Heather Nelson

From: Sheila Jacobs
Sent: Tuesday, October 8, 2024 2:31 PM
To: Heather Nelson
Subject: Re: Curriculum Committee AUG Meeting Minutes - FOR APPROVAL

Hello! Approved.

Get [Outlook for iOS](#)

From: Heather Nelson <hnelson1@atu.edu>
Sent: Tuesday, October 8, 2024 12:43:14 PM
To: Sheila Jacobs <sjacobs3@atu.edu>
Subject: RE: Curriculum Committee AUG Meeting Minutes - FOR APPROVAL

Hello Dr. Jacobs,

We have a curriculum committee meeting scheduled for October 22, and I seem to be missing your approval for the last meeting minutes.

(We did not have a meeting in September because there were no agenda items.)

Please see attached and let me know if you have any questions.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

<https://www.atu.edu/ozark/degrees/associates/logistics-management.php>



From: Heather Nelson
Sent: Wednesday, August 28, 2024 9:49 AM
To: Sheila Jacobs <sjacobs3@atu.edu>
Subject: Curriculum Committee AUG Meeting Minutes - FOR APPROVAL

Good afternoon Dr. Jacobs,

Please see the attached minutes from our CC meeting this week, for your review and approval.

Highlights:

- No program change requests
- The bylaws and CC process were reviewed.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

<https://www.atu.edu/ozark/degrees/associates/logistics-management.php>

