

AGENDA

Curriculum Committee

Date | time 03/18/2025 | 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. Approval status of past meeting minutes. |
| 4 | New Business <ul style="list-style-type: none">A. Computer Information Services – Kale Rudolph will present<ul style="list-style-type: none">i. Course add? delete?B. Logistics Management – Heather Nelson will present<ul style="list-style-type: none">i. New textbook for existing course LGM 1013ii. Change CP, add CP, and add TC |
| 5 | Adjournment |
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**Arkansas Tech University - Ozark
Curriculum Committee Meeting**

Date: March 18, 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 3:59 PM.</p> <p>The following members were present:</p> <ul style="list-style-type: none"> Heather Nelson – Chair Shelley Koone – Recorder General Education/ Math Julie Auterson – Cosmo Mark Maxwell – HSW Julie Schmalz – Ex officio Erin Brickley – Ex officio <p>Absent members:</p> <ul style="list-style-type: none"> Gary Donberger – Trades
APPROVAL OF MINUTES	<p>The minutes from November 19 were read by Shelley Koone, Recorder. We did not meet in January or February as we did not have business to discuss. Motion was made by Auterson, and second by Maxwell to approve the minutes as read. Motion carried.</p>
OLD BUSINESS	<p>Past meeting minutes have been approved by Dr. Tina Smith.</p>
NEW BUSINESS	<p>Heather Nelson, Logistics Management chair, presented a change to her current CP and proposed the addition of a new CP.</p> <ul style="list-style-type: none"> • For the current 12-hour CP, Nelson would like to remove BST 1303 Into to Computers from the requirements and add LGM 2043 Strategic Procurement. This course is an integral part of the logistics industry and includes an industry recognized certificate that will better serve the students. • The new 6-hour CP in Transportation Management will reward high school students who are taking concurrent courses LGM 1013 Principles of Logistics and Supply Chain Management and LGM 2023 Transportation Management (referred to as Supply Chain 1 and 2 in the high schools). This will make them eligible for a merit honor at graduation and encourage them to continue in the ATU-Ozark LGM program. • It was mentioned that this 6-hour CP would be considered a Basic CP in the ATU structure and this brought up some concerns over what the high school definition of a CP is for the purpose of getting a merit honor. Nelson will obtain clarification and present via email to Curriculum Committee. An email vote will be initiated with the necessary information and new documents, if needed. • Motion to table made by Koone, second by Maxwell. Motion carried.

ANNOUNCEMENTS	Next meeting will be on April 22, 2025 at 4:00 PM in the HSW Conference room.
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ADJOURNMENT	Motion by Maxwell, second Auterson to adjourn the meeting. Motion carried. The meeting was adjourned at 4:19 PM.
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Arkansas Tech University – Ozark Campus
PROPOSAL FOR CHANGE IN PROGRAM

TO: Curriculum Committee

FROM: Heather Nelson

DATE SUBMITTED: March 18, 2025

REQUEST FOR CHANGE IN PROGRAM (Modification or Deletion of Existing Major, Option or Minor)

Title	Signature	Date
Department Head Heather E. Nelson	<i>Heather E. Nelson</i>	03/18/2025
Associate Registrar		
Chief Academic Officer		

Program Title: Logistics Management	Effective Date: August 31, 2025
Outline change in program and attach curriculum matrix: Response: Update existing Certificate of Proficiency in Logistics Management, and create a new CP in Transportation Management.	
What impact will the change have on staffing, on other programs and space allocation? Response: No impact on staffing, other programs, or space.	
<p>Please provide a rationale for the need for this new course including the evidence derived from your program assessment. Assessment evidence may come from direct and indirect measures of student learning as well as analysis of the current state of the discipline.</p> <p>Updated CP: Existing CP for LGM includes 12 credit hours, 3 of which is not required to show proficiency in the logistics field of study. The proposed updated CP will include a 3-hour course in Procurement that is integral in the industry. The replacement course also includes an industry recognized certificate from the Council of Supply Chain Management Professionals (CSCMP), thus creating a more relevant and applicable CP. The replacement course is already offered as a required course in the LGM program as LGM 2043 Strategic Procurement.</p> <p>New CP: The new CP in Transportation Management will include 6 credit hours and is targeted towards high school students taking concurrent courses. Currently, 2 LGM courses are offered at local high schools as concurrent courses:</p> <ol style="list-style-type: none">1) LGM 1013 Principles of Logistics & Supply Chain Management2) LGM 2023 Transportation Management	

These two courses align with the CTE tracks offered in the high school for:

- 1) Supply Chain I
- 2) Supply Chain II

High School students who obtain this CP, along with 6 additional college credit hours, will be eligible for a “merit” honor at graduation. In addition, this CP will encourage high school students to continue in the ATU-Ozark Logistics Management program.

If this course will affect other departments a Departmental Support Form for each affected department must be attached.

Response: N/A

In the attached matrix, outline in specific detail how your proposal will alter the program (include course number and title)

Response: This change will not alter the program, or the courses offered.

LOGISTICS MANAGEMENT, CERTIFICATE OF PROFICIENCY

(12 Semester Credit Hours)

The Certificate of Proficiency in Logistics Management will prepare students for entry-level positions within manufacturing, transportation, order processing, warehousing, inventory control, and purchasing. This certificate of proficiency may be applied to the Technical Certificate in Logistics Management and the Associate of Applied Science degree in Logistics Management.

<u>BST 1303</u>	Introduction to Computers	3
or <u>CIS 1113</u>	Fundamental Computer Operation	
<u>LGM 1013</u>	Principles of Logistics and Supply Chain Management	3
<u>LGM 2023</u>	Transportation Management	3
<u>LGM 2033</u>	Warehousing and Inventory Management	3
Total Hours		12

To receive a Certificate of Proficiency, application must be made to the Office of Student Services. Students must be currently enrolled to request a Certificate of Proficiency be awarded.

CP with proposed change:		
LGM 1013	Principles of Logistics and Supply Chain Management	3
LGM 2023	Transportation Management	3
LGM 2033	Warehousing & Inventory Management	3
LGM 2043	Strategic Procurement	3
Total Hours		12

Heather Nelson

From: Tina Smith
Sent: Wednesday, April 2, 2025 11:37 AM
To: Heather Nelson
Subject: Re: MAR Curriculum Committee Minutes -- APPROVAL NEEDED

This is great!

Dr. Tina Smith
Vice Chancellor Academic Affairs and
Workforce Advancement
Cell: 479-518-6434
Email: tsmith145@atu.edu

From: Heather Nelson <hnelson1@atu.edu>
Sent: Monday, March 31, 2025 2:03 PM
To: Tina Smith <tsmith145@atu.edu>
Subject: RE: MAR Curriculum Committee Minutes -- APPROVAL NEEDED

Good afternoon Dr. Smith,

Please see attached email vote for the Curriculum Committee's outstanding items.

Short version: I received confirmation from our CTE Coordinator, Jennifer Turner, that the 6-credit hour CP in Transportation Management is sufficient for the CP requirement in the CTE success-ready pathway requirement. Quote, "Yes, if they get a 6 hour CP, then any other CC courses or CP's would stack together to work for Merit."

The CC made a motion and voted in favor the new CP. This email vote will be included in the meeting minutes.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

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



From: Tina Smith <tsmith145@atu.edu>
Sent: Wednesday, March 19, 2025 12:18 PM
To: Heather Nelson <hnelson1@atu.edu>
Subject: Re: MAR Curriculum Committee Minutes -- APPROVAL NEEDED

These look great! Thank you for doing the work to research the CP.
Have a great day,

Dr. Tina Smith
Vice Chancellor Academic Affairs and
Workforce Advancement
Cell: 479-518-6434
Email: tsmith145@atu.edu

From: Heather Nelson <hnelson1@atu.edu>
Sent: Wednesday, March 19, 2025 11:30 AM
To: Tina Smith <tsmith145@atu.edu>
Subject: MAR Curriculum Committee Minutes -- APPROVAL NEEDED

Hello Dr. Smith,

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

Highlights:

- Logistics Management change:
 - Update existing CP with 12 credit hours
 - Add new CP with 6 credit hours
 - Item is tabled until H. Nelson can ascertain that ADE CP allows for a 6-hour CP

Kind regards,

Heather E. Nelson

Logistics Management
Program Chair
(479) 508-3367

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



Heather Nelson

From: Heather Nelson
Sent: Monday, March 31, 2025 2:00 PM
To: Julie Auterson; Maxwell, Mark Aaron; Shelley Koone; Donberger, Gary Lee; Erin Brickley; Julie Schmalz
Subject: RE: MAR Curriculum Committee Minutes -- VOTE NEEDED

Dear Curriculum Committee,

Gary is still on leave from work. I have received 3 "ayes" from the Curriculum Committee, with no "nays". All motions passed. Minutes will be sent to Dr. Smith for final approval.

Our next meeting is **April 22 at 4:00 PM** in the HSW conference room.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

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



From: Julie Auterson <jauterson1@atu.edu>
Sent: Monday, March 31, 2025 9:25 AM
To: Heather Nelson <hnelson1@atu.edu>; Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Shelley Koone <skoone@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Erin Brickley <erbrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>
Subject: Re: MAR Curriculum Committee Minutes -- VOTE NEEDED

Aye!!!

Julie

From: Heather Nelson <hnelson1@atu.edu>
Sent: Monday, March 31, 2025 8:47 AM
To: Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Shelley Koone <skoone@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <erbrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>
Subject: RE: MAR Curriculum Committee Minutes -- VOTE NEEDED

Gary and Julie Auterson,

Please submit your vote.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

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



From: Maxwell, Mark Aaron <mmaxwell1@atu.edu>

Sent: Monday, March 24, 2025 9:49 PM

To: Shelley Koone <skoone@atu.edu>; Heather Nelson <hnelson1@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>

Subject: Re: MAR Curriculum Committee Minutes -- VOTE NEEDED

Eye, I, and Aye

Sent from my Verizon, Samsung Galaxy smartphone

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From: Shelley Koone <skoone@atu.edu>

Sent: Monday, March 24, 2025 9:48:18 PM

To: Heather Nelson <hnelson1@atu.edu>; Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>

Subject: Re: MAR Curriculum Committee Minutes -- VOTE NEEDED

Aye

Shelley Koone

Arkansas Tech University Ozark

Workforce Education Faculty

Mathematics Instructor

From: Heather Nelson <hnelson1@atu.edu>

Sent: Monday, March 24, 2025 9:47:19 PM

To: Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Shelley Koone <skoone@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>

Subject: RE: MAR Curriculum Committee Minutes -- VOTE NEEDED

I have a motion by **Shelly Koone** and seconded by **Mark Maxwell** (see highlights below) to approve:

1. Program change request from Logistics Management:
 - a. Update existing Certificate of Proficiency in Logistics Management (12-credit hours)
 - b. Create new Certificate of Proficiency in Transportation Management (6-credit hours)

All CC members, please respond with your vote of “aye” or “nay”.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

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



From: Maxwell, Mark Aaron <mmaxwell1@atu.edu>

Sent: Monday, March 24, 2025 9:24 PM

To: Shelley Koone <skoone@atu.edu>; Heather Nelson <hnelson1@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>

Subject: Re: MAR Curriculum Committee Minutes -- VOTE NEEDED

I'll **second the motion**

Sent from my Verizon, Samsung Galaxy smartphone

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From: Shelley Koone <skoone@atu.edu>

Sent: Monday, March 24, 2025 9:21:24 PM

To: Heather Nelson <hnelson1@atu.edu>; Donberger, Gary Lee <gdonberger@atu.edu>; Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz <jschmalz2@atu.edu>

Subject: Re: MAR Curriculum Committee Minutes -- VOTE NEEDED

Make a motion to approve the update and additional CP

Shelley Koone

Arkansas Tech University Ozark

Workforce Education Faculty

Mathematics Instructor

From: Heather Nelson <hnelson1@atu.edu>

Sent: Monday, March 24, 2025 9:07:21 PM

To: Donberger, Gary Lee <gdonberger@atu.edu>; Maxwell, Mark Aaron <mmaxwell1@atu.edu>; Shelley Koone <skoone@atu.edu>; Julie Auterson <jauterson1@atu.edu>; Erin Brickley <ebrickley@atu.edu>; Julie Schmalz

<jschmalz2@atu.edu>

Subject: MAR Curriculum Committee Minutes -- VOTE NEEDED

Good afternoon Curriculum Committee,

Please see two items for follow up from our meeting on 3/18/2025:

1. March meeting minutes are approved (see below)
2. I received confirmation from our CTE Coordinator, Jennifer Turner, that the 6-credit hour CP in Transportation Management is sufficient for the CP requirement in the CTE success-ready pathway requirement. Quote, "Yes, if they get a 6 hour CP, then any other CC courses or CP's would stack together to work for Merit."

As per our minutes, I am requesting an email "motion" and "second" from the CC to approve all noted changes:

- Update existing Certificate of Proficiency in Logistics Management (12-credit hours)
- Create new Certificate of Proficiency in Transportation Management (6-credit hours)

Please REPLY ALL to the group so everyone sees the communication.

Kind regards,

Heather E. Nelson

Logistics Management

Program Chair

(479) 508-3367

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From: Tina Smith <tsmith145@atu.edu>

Sent: Wednesday, March 19, 2025 12:18 PM

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Subject: Re: MAR Curriculum Committee Minutes -- APPROVAL NEEDED

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Have a great day,

Dr. Tina Smith

Vice Chancellor Academic Affairs and

Workforce Advancement

Cell: 479-518-6434

Email: tsmith145@atu.edu

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