

**Arkansas Tech University - Ozark
Curriculum Committee Meeting
September 27, 2022
Minutes**

CALL TO ORDER The Curriculum Committee (CC) met via Webex on Tuesday, September 27, 2022 at 4:00 p.m. The following members were present:
 Heather Nelson – Chair
 Todd Birkhead – Past-chair
 Julie Auterson – Recorder
 Shelley Koone – General Education/ Math
 Erin Brickley – Ex officio

Absent members:
 Gary Donberger – Trades
 Julie Schmalz – Ex officio

APPROVAL OF MINUTES Heather Nelson called the meeting to order at 4:00 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.

OLD BUSINESS Bylaws – Email from Dr. Jacobs on 9/2/2022 stated the faculty handbook requires the Curriculum Committee to have:
 Members: Registrar and one Faculty from each of the six areas
 Length of Terms: Staggered one-, two- and three-year terms

Due to unknown past start dates, Committee members choose their term length:

Member	Term Yr	Off CC Month/Yr
Todd Birkhead	1	July 2023
Heather Nelson	5	July 2027
Julie Auterson	5	July 2027
Gary Donberger	3	July 2025
Shelley Koone	3	July 2025
Ex-O: Julie Schmalz / Student Services	Permanent	
Ex-O: Erin Brickley / Registrar	Permanent	

Heather Nelson will send revised Bylaws to CAO for approval.

Heather Nelson asked the CC to consider the changes requested by the respective programs below.

Banking Program – presented by Charlotte Coats, Program Chair

Effective with the Fall 2023 semester:
 Requesting to include Work Based Learning (internships) into degree plan
 Official supporting documents not provided; tabled until next meeting

ANNOUNCEMENTS N/A

ADJOURNMENT Motion by Julie Auterson, second by Todd Birkhead to adjourn the meeting.
Motion carried. The meeting was adjourned at 4:10 PM.
