

# AGENDA

## Curriculum Committee

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*Date | time* 2/27/2024 | 4:00PM | *Meeting called by* Heather Nelson

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### Members

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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

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- | # | Item   |
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| 1 | Call to Order  |
| 2 | Past meeting minutes   |
| 3 | Old Business <ul style="list-style-type: none"><li>• Update to change in BST 2443 Project Management</li></ul> |
| 4 | New Business   |
| 5 | Adjournment  |
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**Arkansas Tech University - Ozark  
Curriculum Committee Meeting**

Date: February 27, 2024

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.

The following members were present:

Heather Nelson – Chair  
Shelley Koone – Recorder General Education/ Math  
Julie Auterson – Cosmo  
Mark Maxwell – HSW  
Gary Donberger – Trades  
Erin Brickley – Ex officio  
Julie Schmalz – Ex officio

Absent from the meeting:

None

**APPROVAL OF MINUTES**      The minutes from January 30 were read by Shelley Koone, Recorder. An amendment to the minutes was made as Erin Brickley was incorrectly recorded as attending the January meeting. In addition, Kelley Todd's title was absent and is corrected to "Dr. Kelley Todd". Motion to approve the past minutes subject to this correction was made by Maxwell, and second by Donberger. Motion carried.

**OLD BUSINESS**      Heather Nelson, Logistics Management Chair, gave an update on the proposed change to the BST 2443 Introduction to Project Management course:

- Dr. Jacobs questioned the reasons for this change and determined the underlying cause for the change was perceived misalignment of the course objectives to meet cross-departmental needs. She feels that there is no sufficient cause for this change and that creating cross-referenced sections to satisfy program acronyms will set a precedent that we don't want to see repeated by other departments.
- Dr. Jacobs denied the request by email, informing Todd, Nelson, Coats, Brickley, and CAO staff of her decision.
- Dr. Jacobs recommends that an ad hoc committee is formed to assess the curriculum and learning outcomes "to ensure the inclusion of universally applicable skills that are transferable across disciplines."
- Supporting documentation attached.

**NEW BUSINESS**      There was no new business.

**ANNOUNCEMENTS**      The next meeting will be on March 26, 2024 at 4:00 PM in the HSW Conference room.

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ADJOURNMENT

Motion by Donberger, second by Maxwell to adjourn the meeting. Motion carried. The meeting was adjourned at 4:17 PM.

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## Heather Nelson

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**From:** Sheila Jacobs  
**Sent:** Friday, February 9, 2024 4:55 PM  
**To:** Heather Nelson; Kelley Todd; Charlotte Coats  
**Cc:** Erin Brickley; Brianna Ingram; Shirley Bonner  
**Subject:** Project Management

Dear Heather, Dr. Todd, and Charlotte,

After review and discussion, I believe it is in the best interest of the campus for the Project Management class to remain a BST course.

I would like in the future for Dr. Todd to form a committee to review/study the Project Management curriculum and learning outcomes to ensure the inclusion of universally applicable skills that are transferable across disciplines. The course should transcend specific disciplines.

As you know, in today's professional landscape project management has emerged as a critical competency across various sectors. The skills learned in the course should equip individuals with the skills to effectively plan, execute, and complete projects. A quick look at what employers are saying supports the importance of PM. It is something we need to capitalize on.

It will be beneficial to our students and to our campus as a whole that we thoroughly explore the improvement of this course, and, in the future consider a short-term credential and perhaps certification in PM. Professionals in logistics, banking, technology, business, healthcare, automotive, and numerous other fields would benefit from the principles and methodologies learned in a well-articulated PM course.

In closing, by maintaining and promoting a centralized PM course, we reinforce its status as a core skill needed across sectors. This approach also supports the need for collaboration between different departments.

I am excited about the future of this course as well as a potential added short-term credential for our students.

I am cc'ing Erin, Shirley, and Bri because as we work on improving short-term credential offerings, they will be an important part of the work.

Have a wonderful weekend!

**Respectfully,**  
*Dr. Sheila R. Jacobs*  
**Interim Chancellor & Chief Academic Officer,**  
**ATU-Ozark Campus**

## Heather Nelson

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**From:** Sheila Jacobs  
**Sent:** Wednesday, February 28, 2024 5:27 PM  
**To:** Heather Nelson  
**Subject:** Re: Curriculum Committee Meeting Minutes - FOR APPROVAL

Approved. Thank you.

Respectfully,  
*Dr. Sheila R. Jacobs*  
Interim Chancellor & Chief Academic Officer,  
ATU-Ozark Campus



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**From:** Heather Nelson <hnelson1@atu.edu>  
**Sent:** Wednesday, February 28, 2024 9:05 AM  
**To:** Sheila Jacobs <sjacobs3@atu.edu>  
**Subject:** Curriculum Committee Meeting Minutes - FOR APPROVAL

Good morning Dr. Jacobs,

Please see the attached minutes from our CC meeting yesterday, and let me know if there are any changes needed.

Kind regards,

*Heather E. Nelson*  
Logistics Management  
Program Chair  
(479) 508-3367  
<https://www.atu.edu/ozark/degrees/associates/logistics-management.php>