Voting Members Present: Kim Pittcock, J. Eric Sims, Wayne Wilkinson, Jason Stewart, Shelley Gipson, Warren Johnson, Michael Bowman, Evelyn Taylor, David Gilmore

Non-Voting Members Present: Jesse Blankenship, Nikesha Nesbitt, Summer DeProw, Star Holloway, Karen Wheeler

Members Absent: Rebecca Oliver

Non-Members Present: Mary Elizabeth Spence (Assessment), Meredith McFadden (Registrar), John Nowlin (Agriculture), Amanda Lambertus and Latia Carraway (Mathematics and Statistics), Melodie Philhours (Management and Marketing), Amanda Wheeler (Health Physical Educ. Sports Science), Gary Edwards (History)

Meeting called to order 2:00 pm

1. Motion to approve November 9th meeting minutes by Jason Stewart. Seconded Kim Pittcock. Passed.
2. Old Business
	1. 2018U\_BU11\_TABLED\_LON8\_Marketing-Analytics-Certificate-REVISION1
		1. Resubmitted as REVISION2. Considered in Subcommittee 2
	2. 2018U\_BU12\_TABLED\_LON3\_Marketing-Analytics-Minor-REVISION1
		1. Withdrawn by the department.
	3. 2018U\_NHP21\_TABLED\_LON3\_Imaging-Specialist-Emphasis-REVISION2
3. Current Course Proposals
	1. Subcommittee 1 – Lead by Michael Bowman
		1. 2019U\_AGRI02\_CD\_AGED-3433-AGST-1003-AGST-4013-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		2. 2019U\_AGRI03\_CR\_AGST-2003-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		3. 2019U\_AGRI04\_CR\_AGST-3503-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		4. 2019U\_AGRI05\_CR\_AGST-3513-to-4843-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		5. 2019U\_AGRI06\_CR\_AGST-3543-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		6. 2019U\_AGRI07\_CR\_AGST-4003-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Shelley Gipson. Passed.
		7. 2019U\_AGRI08\_CR\_AGST-4013-to-401V (WITHDRAWN)
		8. 2019U\_AGRI09\_NC\_AGST-4022-REVISION1
			1. Motion to approve with revisions: Warren Johnson. Second: David Gilmore. Passed.
		9. 2019U\_AGRI10\_NC\_AGST-4501-REVISION1
			1. Motion to approve with revisions: Warren Johnson. Second: Wayne Wilkinson. Passed.
		10. 2019U\_AGRI11\_NC\_AGST-4511-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Jason Stewart. Passed.
		11. 2019U\_AGRI12\_CR\_AGST-4543-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Eric Sims. Passed
		12. 2019U\_AGRI13\_CR\_AGST-4773-REVISION2
			1. Motion to approve with revisions: Warren Johnson. Second: Eric Sims. Passed
		13. 2019U\_AGRI14\_NC\_ANSC-4643-REVISION1 (Previously ANSC 4793)
			1. Motion to approve: Warren Johnson. Second: Shelley Gipson. Passed.
	2. Subcommittee 2 – Lead by Wayne Wilkinson
		1. 2018U\_BU11\_LON8\_Marketing-Analytics-Certificate-REVISION2
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		2. 2019U\_BU01\_BC\_MKTG-4313-Prescriptive-Analytics
			1. Jesse Blankenship states that this form can be used in lieu of a Course Revision Form
			2. Motion to approve: Warren Johnson. Second: Wayne Wilkinson. Passed.
		3. 2019U\_LAC01\_LON5\_BA-Theatre-Directing-emphasis
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		4. 2019U\_LAC02\_BC\_Museum-Studies-Certificate
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		5. 2019U\_LAC03\_BC\_GRFX-2303
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		6. 2019U\_LAC04\_LON8\_CP-Health-Communication
			1. Motion to approve: Wayne Wilkinson. Second: Jason Stewart. Passed.
		7. 2019U\_LAC05\_NC\_COMS-4433
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		8. 2019U\_SM01\_NC\_STAT-3033
			1. Motion to approve: Wayne Wilkinson. Second: Warren Johnson. Passed.
		9. 2019U\_SM02\_NC\_BIO-3261-Health-Coaching-I
			1. Motion to approve: Wayne Wilkinson. Second: Jason Stewart. Passed.
		10. 2019U\_SM03\_NC\_BIO-3271-Health-Coaching-II
			1. Motion to approve: Wayne Wilkinson. Second: Kim Pittcock. Passed.
		11. 2019U\_SM04\_LON9\_Health-Coaching-Cert
			1. Motion to approve with revisions: Wayne Wilkinson. Second: Kim Pittcock. Passed.
	3. Subcommittee 3 – Lead by Eric Sims
		1. 2019U\_AGRI01\_BC\_AGST-Emphases-Realign-REVISION1

2019U\_AGRI01c\_BC\_AGST-Emphases-Realign-Prog-Lvl-Learning-Obj

1. Motion to approve with revisions: David Gilmore. Second: Eric Sims. Passed.
	* 1. 2019U\_AGRI15\_BC\_Minor-Crop-Consulting-and-Agronomic-Services
			1. Motion to approve: Eric Sims. Second: Shelley Gipson. Passed.
		2. 2019U\_AGRI16\_BC\_Minor-Spatial-Technologies-and-GIS-REVISION1

2019U\_AGRI16b\_LON1\_Minor-Spatial-Technologies-and-GIS-REVISION1

* + - 1. Motion to approve with revisions: Eric Sims. Second: Evelyn Taylor. Passed.
		1. 2019U\_AGRI17\_BC\_Plant-Soil-Science-REVISION1
			1. Motion to approve: Eric Sims. Second: Wayne Wilkinson. Passed.
		2. 2019U\_AGRI18\_NC\_AGST-489V-Special-Problems-in-Agricultural-Systems-Technology
			1. Motion to approve with revisions: Eric Sims. Second: Wayne Wilkinson. Passed.
		3. 2019U\_EBS01\_BC\_ES-Prereq-Changes
			1. Motion to approve with requested revisions: Eric Sims. Second: Evelyn Taylor. Passed.
		4. 2019U\_ECS01\_BC\_ENGR-1402-Concepts-of-Engineering
			1. Motion to approve: Eric Sims. Second: Shelley Gipson. Passed.
		5. 2019U\_ECS02\_BC\_ENGR-1412-Software-Applications
			1. Motion to approve: Eric Sims. Second: Shelley Gipson. Passed.
		6. 2019U\_LAC06\_CR\_HIST-1003
			1. Motion to approve: Eric Sims. Second: Warren Johnson. Passed.
		7. 2019U\_LAC07\_CR\_HIST-3083
			1. Motion to approve: Eric Sims. Second: Evelyn Taylor. Passed.
		8. 2019U\_LAC08\_CD\_HIST-3253
			1. Motion to approve: Eric Sims. Second: Shelley Gipson Passed.
		9. 2019U\_LAC09\_CR\_HIST-3273
			1. Motion to approve: Eric Sims. Second: Shelley Gipson Passed.
		10. 2019U\_LAC10\_BC\_HIST-4573
			1. Motion to approve: Eric Sims. Second: Kim Pittcock. Passed.
1. Member Items
	1. Discussion about curriculum process: editorial goals and timeline
		1. Proposal and Revision Timeline: At what point does the Council stop receiving revisions on agenda items prior to a meeting? If the cutoff point is too early then it could change how the subcommittees review proposals, because proposals often couldn’t be revised prior to the cutoff; however, if there is no cutoff or the cutoff is too late, then the Council won’t have enough time to review proposals prior to the meeting. Should revisions be made at the meeting rather than in advance? To relieve the time pressure, proposals could potentially be sent out earlier but that might be unrealistic to achieve.
		2. Types of Revisions Sought by Council: Focusing on substantive changes to proposals rather than stylistic/editorial changes could reduce the amount of revisions prior to a meeting. More attention to proposals at the college level prior to submission would also help. Multiple versions of proposals existing is possibly contributing to errors in the Bulletin. Registrar’s Office could be more involved in catching corrections. Jesse Blankenship says he will make it standard to send Bulletin changes to more stakeholders.
		3. For next meeting: Council should think about these issues and time will be reserved at the next meeting to revisit this topic.

Motion to adjourn by David Gilmore. Second: Eric Sims. Meeting adjourned at 4:26 pm

**Subcommittee Memberships**

|  |
| --- |
| **Subcommittees** |
| Subcommittee1 | Subcommittee2 | Subcommittee3 |
| Michael BowmanShelley GipsonWarren JohnsonRebecca Oliver | Kim PittcockJason StewartWayne WilkinsonNikesha Nesbitt | David GilmoreEvi TaylorEric Sims Star Holloway |
| **Can review:** |
| AGRI, BU, EBS, ECS, NHP, SM, US | BU, LAC, MS, NHP, SM | AGRI, EBS, ECS, LAC, MS, US |

All proposals may be reviewed at <https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/documents.dot>