College Curriculum Meeting Minutes  
January 28, 2015

Attendees: Dr. Cindy Akers, Dr. Emmett Elam, Dr. John Billing, Dr. Thayne Montague, Dr. Rudy Ritz, Savannah Leonard

1. Dr. Akers announced that part of SACSCOC accreditation requirements the committee needs to begin regularly meeting and provide minutes from each meeting. A timeframe and agenda items for these meetings were discussed. The following dates were approved. 
   a. New course proposals must be submitted by the 10th of the month to be reviewed at the next college curriculum committee meeting. 
   b. College curriculum committee meetings will be held the last Wednesday at 9 a.m. of the month (pending approval by committee members not present) to provide time for course proposals to be sent back to the departments for revisions before sending to academic council, if necessary. 
   c. Approved courses by the college committee must be submitted to Academic Council by the deadlines below. 
      i. Undergraduate courses – Friday preceding Academic Council 
      ii. Graduate courses – First Tuesday of the month

2. Savannah Leonard mentioned the university requirement that undergraduate students must have completed a minimum of 40 JR/SR (3/4000) level hours to meet graduation requirements. Advisors are encouraged to be mindful of this when advising students. All CASNR degrees have this built into their degree plans, but it is especially important to remember when substituting junior college-level (1/2000) hours for JR/SR level hours.

3. Savannah Leonard discussed the university policy stating that students cannot transfer in credits during their last 30 hours. Exceptions can be made at the college level. However, students must have a valid reason and need to meet with Savannah for approval before transferring in those courses.

4. Savannah Leonard also encouraged faculty to use or begin using DegreeWorks during advising. Any corrections to degree plans or common substitutions can be added to DegreeWorks by letting Savannah know. There is a proposed university requirement that each expected graduate’s DegreeWorks page will need to be completely approved before a degree can be awarded. A date has not been set for when this will take effect, but it is important to begin using site now to be familiar with it.

5. A handout was passed out with tips for the course approval process. Committee members asked to distribute this handout along with a course approval form completion guide to their respective departments electronically.

6. Pending course approvals were discussed below. 
   a. PSS 4111 deletion – approved by committee
b. AGED 5351 new course proposal – sent back to department for revisions  
c. AGSC 2310 new course proposal – sent back to department for revisions  
d. LARC (multiple courses) credit/contact hours change – sent back to department for revisions  
e. LARC 2302 course title/course description change – sent back to department for revisions  
f. ANSC 3318 new course proposal – sent back to department for revisions  

These courses must be revised and approved by the college curriculum committee by February 2nd for grad courses and February 12th for undergrad courses to be sent to the next Academic Council meeting and added to next year’s catalog.

7. The next college curriculum meeting will be February 25th at 9 a.m. in AGED 215. New course proposals to be considered at this meeting must be submitted by February 10th.