

College Curriculum Meeting Minutes

August 30, 2017

Attendees: Dr. Sam Jackson, Dr. Carlos Carpio, Dr. Robin Verble, Dr. Cindy Akers, Savannah Chambers

1. Course Approval Update
 - a. NRM 3301 new course proposal
 - i. Sent to committee 4/6
 - ii. Approved pending minor revisions 7/27
 - iii. Sent to Academic Council 8/29
 - b. NRM 5304 course change proposal
 - i. Sent to committee 4/6
 - ii. Approved by committee 7/27
 - iii. Sent to Graduate Council 8/14
 - c. AAEC 6316 new course proposal
 - i. Sent to committee 7/3
 - ii. Approved pending minor revisions 7/27
 - iii. Sent to Graduate Council 8/29
2. Pending Course Approvals
 - a. AGLS 2307 new course proposal
 - i. Sent to committee 7/6
 - ii. Sent back to department for revisions 7/27
 - b. AGLS 3310 new course proposal
 - i. Sent to committee 7/7
 - ii. Sent back to department for revisions 7/27
 - c. AAEC 6315 new course proposal
 - i. Sent to committee 7/27
 - ii. Sent back to department for revisions 7/27
 - iii. Approved by committee 8/30
 - d. PSS 6432 new course proposal
 - i. Sent to committee 8/17
 - ii. Approved pending minor revisions 8/30
 - e. NRM 3314 new course proposal
 - i. Sent to committee 8/17
 - ii. Sent back to department for revisions 8/30

Pending courses must be revised and approved by the committee by September 15th to be sent to the next Academic Council meeting. New course proposals are due via curriculog by September 25th to be added to the next college curriculum committee meeting agenda

3. An announcement was made that the Registrar's Office is currently review courses that have not been taught for three consecutive years. Department chairs will be contact by Heather Eaton about these courses. If there is no response from department chairs then the courses will be

deleted. According to OP 36.01, courses will be deleted after not being taught for five consecutive years.

4. The committee was notified of the document that has been created with required and optional institutional statements for syllabi. This document has also been added to the CASNR Advising Dropbox.
5. Dr. Akers notified the committee that there is a new Code of Expectations all CASNR students must sign if participating in a CASNR club, organization, or competitive team. Additionally, attached is a template advisors and coaches can use to request approved absences for their students. Absence notices sent by advisors or coaches must first be approved by the department chair, and Dr. Akers should be copied on the email to be notified.
6. The committee was asked to remind faculty within their departments that a syllabus is required to be on file in the department for all independent study courses. An example syllabus is located in the CASNR Advising Dropbox.
7. The September committee meet has been scheduled for Thursday, September 28th at 2 p.m. in PSS 117. New curriculum committee members will join at that meeting.