College Curriculum Meeting Minutes
February 25, 2015

Attendees: Dr. Cindy Akers, Dr. Emmett Elam, Dr. John Billing, Dr. Rudy Ritz, Dr. Leslie Thompson, Savannah Leonard, Janie Lopez

1. Dr. Akers announced that Janie Lopez, Coordinator of Student Relations, will begin assisting with the course proposal process and full responsibility of the process will transition to her beginning in the fall. Please begin including her in all related correspondence.

2. The attached handout was given about course policy and timeline changes for reference and asked committee members to please share with their department.

3. The flowchart found at http://www.depts.ttu.edu/provost/new-programs/changes-existing-degree-chart.php was shown. This a resource that can be used to assist departments when making degree program changes. From the Office of the Provost website (http://www.depts.ttu.edu/provost/), this can be accessed by following the steps below.

   Provost Home > Academic Affairs > New Programs & Changes to Existing Programs under Academic Resources > Step-by-Step flowcharts

4. Committee members were encouraged to talk with their department chairs about the new and online course inventory process. All courses offered in each department need to be audited annually to guarantee information is correct and up to date. Course inventory review can be found at http://www.depts.ttu.edu/registrar/private/default.aspx.

5. Academic Council released the core curriculum recommendations for 2015-2016 based on the proposals that were submitted. The attached document shows the inclusion decision to add the courses to the 2015-16 core curriculum.

6. Course Approval Update
   a. PSS 4111 deletion – sent to AC on 2/2; approved
   b. LARC (multiple courses) credit/contact hours change – sent to AC on 2/2; approved
   c. LARC 2302 course title/description change – sent to AC on 2/5; approved
   d. ANSC 3318 – approved by curriculum committee
7. Pending Course Approvals
   a. AGED 5351 new course proposal – sent back to department for revisions
   b. AGSC 2310 new course proposal – sent back to department for revisions

   These courses must be revised and approved by the college curriculum committee by March 2nd for grad courses and March 12th for undergrad courses to be sent to the next Academic Council meeting on March 17th.

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