I. Approval of minutes of 31 October meeting
   • The minutes were reviewed by the Committee
   • Motion to approve was made and seconded; Committee voted to approve
   • Minutes will be posted to the website

II. CIS Minor change proposal
   • The floor was opened for discussion of the proposed change: CIS would like to require that 9 hours of the 15-hour minor be taken within the MTSU CIS department
   • It was noted that the change would be effective with the Fall 2014 catalog and would not be retroactive
   • Ms Thomas circulated information about how many students would be affected
     ▪ It was noted that per the information she had gathered, only 2 students who graduated in the past 3 years would have been impacted by the change, and those students had 6 hours in CIS
   • Proposal was noted as reasonable and in line with other minors; discussion affirmed that the requirement to take 9 hours of the minor at MTSU was seen by the Committee as reasonable
   • It was noted that the cover memo gave a different date for the proposal’s enactment than the proposal itself
     ▪ The Committee stipulated that its approval is for an effective date of Fall 2014
   • Motion to approve the proposal; motion seconded
   • With effective date of Fall 2014 stipulated, the proposal was approved by the Committee

III. Discussion of the creation of the position of Vice-Chair
   • Dr Brooks explained to the Committee that the idea of selecting a Vice-Chair had been proposed after the 31 October meeting
   • Question was raised whether the Vice-Chair would automatically become Chair the next year; after a brief discussion, the answer was affirmed as yes
   • It was noted that the Vice-Chair would need to be a new (first-year) member of the Committee since faculty serve 2-year terms
   • A quorum having been affirmed, motion was made to begin the process of creating the position
     ▪ Before the motion was seconded, question was raised whether it is within the Committee’s purview to change its composition/structure
   • After some discussion which determined that it is possible to change the Committee structure and debated how such a change could best be accomplished, a friendly amendment was made to the motion
   • Amended motion was made to revise the Committee protocols to include and define the new position and to put the revised protocols on the agenda for the next meeting
     ▪ It was suggested that when and if the revised protocols are approved, the Committee could then move to the actual selection of a Vice-Chair
   • The question was raised whether officers needed to be tenured
     ▪ The concern was raised that a new responsibility might not be in the best interest of those working toward tenure
Counterpoint was made that members could refuse the position and that some might welcome the chance to serve in such a capacity.

- It was suggested that the Vice-Chair could fill in for the Chair if the Chair were unable to attend a meeting.
- Question was raised whether the election of the Vice-Chair should be delayed until the second meeting of the year, since the Vice-Chair will be a new member.
  - It was noted that new members might wish to become a bit more familiar with the duties of the Committee before taking office.
  - After discussion, it was determined that it would be reasonable for the position to be filled at the first meeting.
- Suggestion was made that the revised protocols stipulate that if the Vice-Chair could not serve as Chair the following year, a new Chair could be elected at the first meeting.
- Reworked motion that the protocols be revised to include and define the position of Vice-Chair, with stipulations re: moving into the position of Chair, filling in for the Chair in case of his/her absence, and electing of a new Chair in the case that the Vice-Chair cannot move into that position included, was moved and seconded.
- The motion was approved.

IV. Selection of next meeting time

- Floor was opened to discussion of the next meeting time/the Committee’s meeting schedule.
- There was discussion of whether and how meetings could be scheduled in relation to Curriculum Committee meetings.
  - The windows for submission of proposals to the Committee were re-iterated to confirm the time frame necessary for proposals to be considered.
  - There was debate whether such inter-committee coordination was actually necessary.
  - It was noted that most proposals do not take effect immediately, so some time gap between meetings should not be problematic.
  - It was noted that many proposals come in at the end of the year.
- It was proposed that the Committee meet on the first Thursday of every month to create a routine.
  - 6 February 2014 was proposed as next meeting date.
- It was noted that Thursday afternoons will no longer work for one faculty Committee member.
  - General discussion affirmed that several members’ schedules will be changing.
  - Proposal was made to poll Committee members to find the best time and/or use a computer program to determine possible meeting times.
- Committee affirmed that for the time being, the next meeting is set for 6 February; that time can be changed if a better time is found after reviewing schedules.

V. Adjournment

- Motion to adjourn was made, seconded, and approved.
- Meeting was adjourned at approximately 3:40.