The meeting was called to order by chair, Dawn McCormack, with the following committee members in attendance: Sherry Roberts, Zhijiang Dong, Chris Quarto, Jim Calder, Lisa Sheehan-Smith, Heather Lambert, Teresa Thomas (ex-officio), Sheila Otto (ex-officio), Mitzi Brandon (catalog), Janice Lewis (Provost office) and John Omachonu (Provost office). The following guests were in attendance: Phillip Waldrop, Jeff Gibson, John Haffner, and Warren Gill.

The following previously tabled proposals were brought back to the table and discussed with following outcomes:

**Basic and Applied Sciences**
**Agribusiness and Agriscience**
Proposed New Course: ABAS 3310 “Animal Care and Welfare” - approved
Proposed New Course: ABAS 4145 “Agricultural Finance” – approved with changes (replace #1 under Course description and objectives with the Course description provided at end of proposal).

**Behavioral and Health Sciences**
**Health & Human Performance**
Proposed New Course: PHED 1301 “Women’s Personal Conditioning” - approved

**Education**
**Elementary and Special Education**
Proposed New Course: ElEd 4340 “Managing Learning Environments” - approved

**Liberal Arts**
**Speech and Theatre**
Proposed New Course: DANC 4290 “Special Topics in Dance” –approved with corrections to Master Catalog Form
Non-substantive revision to Dance Minor- approved

The committee then held discussions about problems encountered over the past year and possible solutions. The committee members in attendance agreed to look at all forms and the handbook carefully and send suggestions for improvement to the Provost office. It was agreed to add a line on the cover form between the “From” and “To” lines that will ask for name and email of proposal writer. It was agreed to add as an appendix to the handbook examples of well written proposals to assist faculty when writing proposals. A list of most commonly seen mistakes and helpful hints will also be compiled and added to the handbook.

There was no further business and meeting was adjourned.