

**2011-2012 University Curriculum Committee
Minutes for Friday, May 11, 2012
1:00 PM Sun Trust Room – BAS**

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: EEd 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.