

**MINUTES OF THE CURRICULUM COMMITTEE MEETING
OCTOBER 14, 2004
LIBRARY ROOM 407B**

Ms. Ruth Charnay called the meeting to order at approximately 3:08 p.m. after a quorum was reached.

Voting members in Attendance: Ms. Ruth Charnay (chair), Ms. Myra Decker, Ms. Carol Heitkamper, Mr. Julian Hilliard, Dr. Thomas Jones, Mr. Paul Lewis, Ms. Nancy Pietroforte, Ms. Pam Stout, Ms. Bertha Wise.

Absent Members: Ms. Vicky Davidson, Ms. Barbara Gowdy, Mr. John Hockett, Mr. Haifeng Ji, Mr. Max Simmons, Ms. Susan VanSchuyver.

Other in Attendance: Dr. Jim DeChenne, Dean of Instructional Resources.

Welcome: Ruth Charnay welcomed everyone to the Curriculum Committee meeting.

Announcements: Ruth Charnay informed the Committee that Barbara Gowdy will not be attending today's meeting. George Maxwell substituted for John Hockett.

Distribution of Curriculum Committee Materials

The following materials were distributed:

- Curriculum Committee Meeting Schedule for FY 2005
- Actions Required on Curriculum Proposals
- Summary of Recommended Curricular Change(s) by Program
- Request for Change in Course Offerings
- Request for an Identical Change in Multiple Course Offerings
- Educational Program Form
- New Program Request Form
- Curriculum Guide 2004-2005

Dr. DeChenne informed the Committee that the Provost/Vice President for Academic Affairs approves courses and non-substantive program proposals, and the President approves substantive program proposals that are recommended to the State Regents.

Dr. DeChenne also informed the Committee that A.A.S. degree programs require a minimum of 18 general education credit hours and a minimum of 27 credit hours in Technical-Occupational Specialty. A.A. and A.S. degree programs require a minimum of 37 general education credit hours and 6 major credit hours.

The Committee will receive agenda packets prior to each meeting. Dr. DeChenne asked the Committee to proof the packets for corrections and let the presenting divisions know of the errors.

The meeting adjourned at approximately 3:25 p.m.