Ms. Ruth Charnay called the meeting to order at approximately 3:03 p.m. after a quorum was reached.

**Voting members in Attendance:** Ms. Ruth Charnay (chair), Ms. Barbara Gowdy, Mr. Ziayien Hwang, Dr. Thomas Jones, Mr. Steve Kamm, Mr. Paul Lewis, Ms. Nancy Pietroforte, Dr. Jim Schwark, Ms. Pam Stout, Ms. Susan VanSchuyver, Ms. Anita Williams, Ms. Bertha Wise.

**Absent Members:** Ms. Carolyn Frye-Shegog, Ms. Carol Heitkamper, Mr. Julian Hilliard, Mr. John Hockett, Ms. Sara Mathew.

**Others in Attendance:** Mr. Dave Archer, Professor of Music; Dr. Kristy Bailey, Professor of Chemistry; Ms. Patricia Brooks, Professor of Modern Languages/ESL; Ms. Dianne Broyles, Professor of Modern Languages; Mr. Paul Buckelew, Professor of Mathematics; Dr. Patti Buxton, Dean, Division of Social Sciences; Mr. Ken Harrelson, Professor of Mathematics; Ms. Susan Mills, Curriculum Committee Student Representative; Dr. Steve Shore, Professor of Chemistry; Mr. Mauricio Sanchez, Professor of Engineering; Mr. Max Simmons, Dean, Division of Science and Mathematics; Mr. Jonathan Stewart, Professor of Music.

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

**Announcement:** The next meeting will be April 1, 2004.

- Susan VanSchuyver made the motion to approve the November 13, 2003 minutes.

  Steve Kamm seconded the motion. The motion was approved unanimously.

**Curriculum Proposal (AS Degree in Pre-Engineering) from the Science and Mathematics Division – Dr. Mauricio Sanchez, Professor of Engineering; Mr. Max Simmons, Dean, Division of Science and Mathematics – Presenters**

- Jim Schwark made the motion to approve the addition of the course, ENGR 2523 Dynamics, on page 12 as amended.

  Engineering (Pre-Engineering) should be deleted from Item 2 and placed under Item 3 to read:
  
  List of degree programs this course will support.

  Engineering (Pre-Engineering)

  Item 5 should read:
  
  a. Writing ( ) None ( ) Assessment (X) Prerequisite
  b. Math: ( ) None ( ) Assessment (X) Prerequisite
Susan VanSchuyver seconded the motion. The motion was approved unanimously.

- Bertha Wise made the motion to approve the addition of the course, **ENGR 2243 Statics**, on page 15 as amended.

  Engineering (Pre-Engineering) should be deleted from item 2 and placed under item 3 to read:
  
  List of degree programs this course will support.
  Engineering (Pre-Engineering)

  Item 5 should read:
  a. Writing  ( ) None  ( ) Assessment  (X) Prerequisite
  b. Math:  ( ) None  ( ) Assessment  (X) Prerequisite

  Pam Stout seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Chemistry, Pre-Dentistry, Pre-Medicine, Pre-Pharmacy) from the Science and Mathematics Division – Dr. Kristy Bailey, Professor of Chemistry; Dr. Steve Shore, Professor of Chemistry; Mr. Max Simmons, Dean, Division of Science and Mathematics – Presenters

- Steve Kamm made the motion to approve the addition of the course, **CHEM 2990 Chemical Research Internship** from the revised handout.

  Susan VanSchuyver seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AS Degree in Mathematics) from the Science and Mathematics Division – Mr. Paul Buckelew, Professor of Mathematics; Mr. Ken Harrelson, Professor of Mathematics; Mr. Max Simmons, Dean, Division of Science and Mathematics – Presenters

- Pam Stout made the motion to approve the modification of the course, **Math 1743 Calculus I for Business, Life Sciences, and Social Sciences**, on pages 23-24 as amended.

  From page 23:
  Item 2 should read;
  
  Associate in Science-University Parallel
  Business
  Business-Management Emphasis
  Computer Science-Computer Information Systems Emphasis
  Pre-Pharmacy

  Item 3 should read:
  
  Associate in Science-University Parallel
  Chemistry-Science with Chemistry Concentration

  From page 24:
The beginning of the second sentence in the course description should read:

This is the first of a two-semester….

Paul Lewis seconded the motion. The motion was approved unanimously.

**Curriculum Proposal (AA Degree in History) from the Social Sciences Division – Dr. Patti Buxton, Dean, Division of Social Sciences; Dr. Jessica Sheetz-Nguyen, Professor of History – Presenters**

- Thomas Jones made the motion to approve the deletion of the course, **HIST 2233 World History I: Middle East and Asia**, on page 5.

  Anita Williams seconded the motion. The motion was approved unanimously.

- Bertha Wise made the motion to approve the addition of the courses, **HIST 2343 World History: Middle East**, and **HIST 2333 World History: Asia** on pages 6 and 7 as amended.

  From page 6:
  
  The statement, **Comments: Students will submit assignments online using webct. They will submit assignments using MS Word and MS PowerPoint**, should be added to the end of the course description.

  Thomas Jones seconded the motion. The motion was approved unanimously.

- Susan VanSchuyver made the motion to approve the modification of the course, **HIST 2243 World History: Latin America and Africa**, on page A as amended.

  The statement, **Comments: Students will submit assignments online using webct. They will submit assignments using MS Word and MS PowerPoint**, should be added to the end of the course description.

  The second sentence in the course description should read:
  
  It will focus on topics and issues shared by Latin America and Africa, including the advance of ….

  Ziayien Hwang seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to approve the addition of the course, **HIST 2133 Survey of Women’s History**, on page B as amended.

  The statement, **Comments: Students will submit assignments online using webct. They will submit assignments using MS Word and MS PowerPoint**, should be added to the end of the course description.

  Paul Lewis seconded the motion. The motion was approved unanimously.
Curriculum Proposal (AA Degree in Music) from the Arts and Humanities Division – Ms. Dianne Broyles, Professor of Modern Languages; Mr. Jonathan Stewart, Professor of Music – Presenters

- Jim Schwark made the motion to approve the modification of the course, **MU 1124 Music Theory I**, from the revised handout as amended.

  Item 4 should read:
  
  This course satisfies the computer proficiency requirement as defined in the course catalog. ( ) Yes (X) No

  Pam Stout seconded the motion. The motion was approved unanimously.

- Anita Williams made the motion to approve the addition of the course, **MU 1141 Individual Instruction-Standard Guitar**, on page 29 as amended.

  The third sentence in the course description should read:
  
  Performance in a studio or departmental…

  Susan VanSchuyver seconded the motion. The motion was approved unanimously.

- Pam Stout made the motion to approve the addition of the course, **MU 2341 Classical Guitar Ensemble**, on page 30 as amended.

  The word Instuctor under the prerequisite of the course description should read: **Instructor**

  Bertha Wise seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AA Degree in Modern Languages) from the Arts and Humanities Division - Ms. Patricia Brooks, Professor of Modern Languages/ESL; Ms. Dianne Broyles, Professor of Modern Languages – Presenters

- Bertha Wise made the motion to approve the addition of the courses, **FREN 1010 Conversational French I**, and **FREN 1120 Conversational French II** on pages 34 and 35.

  Jim Schwark seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to approve the modification of the course, **FREN 1000 Special Topics in French**, on page 36.

  Susan VanSchuyver seconded the motion. The motion was approved unanimously.

- Jim Schwark made the motion to approve the addition of the courses, **GRMN 1010 Conversational German I**, and **GRMN 1120 Conversational German II** on pages 37 and 38.
Pam Stout seconded the motion. The motion was approved unanimously.

- Pam Stout made the motion to approve the modification of the course, GRMN 1000 Special Topics in German, on page 39.

Bertha Wise seconded the motion. The motion was approved unanimously.

- Jim Schwark made the motion to approve the addition of the courses, WL 1000 Special Topics in World Languages, and WL 2000 Special Topics in World Languages on pages 40 and 41.

Paul Lewis seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to approve the modifications of the AA degree programs in Modern Languages-French Emphasis, and Modern Languages-Spanish Emphasis on pages 42-49.

Pam Stout seconded the motion. The motion was approved unanimously.

The meeting adjourned at approximately 4:27 p.m.