Ms. Ruth Charnay called the meeting to order at approximately 3:05 p.m. after a quorum was reached.

Voting members in Attendance: Ms. Ruth Charnay (chair), Ms. Carolyn Frye-Shegog, Ms. Barbara Gowdy, Ms. Carol Heitkamper, Mr. Julian Hilliard, Mr. John Hockett, Mr. Ziayien Hwang, Dr. Thomas Jones, Mr. Steve Kamm, Mr. Paul Lewis, Ms. Sara Mathew, Ms. Nancy Pietroforte, Dr. Jim Schwark, Ms. Pam Stout, Ms. Anita Williams, Ms. Bertha Wise.

Absent Member: Ms. Susan VanSchuyver.

Others in Attendance: Dr. Patti Buxton, Dean, Division of Social Sciences; Dr. Jim DeChenne, Dean, Division of Learning Resources; Ms. Myra Decker, Professor of Accounting/Business; Ms. Kayla Fessler, Professor of Accounting; Dr. Martha George, Director of Center for Learning and Teaching/Professor of Psychology; Mr. Larry Grummer, Professor of Automotive Technology; Dr. Marty Ludlum, Professor of Business; Ms. Susan Mills, Curriculum Committee Student Representative; Mr. Luther Trent, Director of Airports at Will Rogers Airport; Dr. Cecelia Yoder, Professor of Psychology.

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

Announcements: Ruth Charnay informed the Committee that Susan VanSchuyver will not be attending today’s meeting. The next meeting will be March 4, 2003.

- Steve Kamm made the motion to approve the November 6, 2003 minutes as amended.
  
  From the 3rd page of the minutes at the bottom:
  
  ENG should read: **ENGL**
  
  Jim Schwark seconded the motion. The motion was approved unanimously.

Curriculum Proposal (AAS Degree in Business – Business Management Option) from the Business Division – Dr. Marty Ludlum, Professor of Business – Presenter

- Anita Williams made the motion to approve the addition of the course, **MGMT 2663 Human Resources Management**, from the revised handout as amended.

  Name of Program should read: **AAS Business-Business Management Option**

  Barbara Gowdy seconded the motion. The motion was approved unanimously.
Curriculum Proposal (AAS Degree and Certificate of Mastery in Accounting) from the Business Division – Kayla Fessler, Professor of Accounting – Presenter

- Paul Lewis made the motion to approve the addition of the course, **ACCT 2000 Special Topics**, on page 17.

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

- Bertha Wise made the motion to approve the modification of the AAS degree in **Business- Accounting Option** on pages 18-22.

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

- Paul Lewis made the motion to approve the modification of the certificate of mastery in **Accounting Technician Certificate** on pages 23-25.

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

Curriculum Proposal (AA Degree in Psychology) from the Social Sciences Division – Dr. Cecelia Yoder, Professor of Psychology – Presenter

- Jim Schwark made the motion to approve the addition of the course, **PSY 2123 Behavioral Statistics**, on page 4.

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

- Jim Schwark made the motion to approve the modification of the AA degree program in **Psychology** on pages 6-9 of the revised handout as amended.

  From page 8:
  
  The last block under General Education Courses should read: **General Education Elective** 3
  Under Support Courses, LIT should read: **ENGL**

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

Curriculum Proposal (AS Degree in Aviation Maintenance Technology-Aviation Management Emphasis) from the Business Division – Mr. Larry Grummer, Professor of Automotive Technology; Mr. Luther Trent, Director of Airports at Will Rogers Airport – Presenters

- Bertha Wise made the motion to approve the addition of the course, **AVM 1113 Introduction to Aviation**, from the revised handout as amended.

  The second line of item 2 should read: **AS in Aviation Maintenance Technology-Aviation Management Emphasis**
The last line of item 5 should read:
Math: (X) None ( ) Assessment ( ) Prerequisite

Sara Mathew seconded the motion. The motion was approved unanimously.

- Anita Williams made the motion to approve the addition of the course, AVM 2123 Aviation Law Issues, from the revised handout as amended.

The second line of item 2 should read:
AS in Aviation Maintenance Technology-Aviation Management Emphasis

The last line of item 5 should read:
Math: (X) None ( ) Assessment ( ) Prerequisite

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

- Pam Stout made the motion to approve the addition of the course, AVM 2413 Aviation Management, from the revised handout as amended.

The second line of item 2 should read:
AS in Aviation Maintenance Technology-Aviation Management Emphasis

The last line of item 5 should read:
Math: (X) None ( ) Assessment ( ) Prerequisite

The following statement should be deleted:
Note: Change of course Prefix, Title and description only

Sara Mathew seconded the motion. The motion was approved unanimously.

- Steve Kamm made the motion to approve the deletion of the course, AMT 2413 Air Traffic Control/National Airway Systems, from the revised handout.

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

- Bertha Wise made the motion to approve the modification of the course, AMT 1103 History of Aviation to AVM 1103 History of Aviation, from the revised handout as amended.

The second line of item 2 should read:
AS in Aviation Maintenance Technology-Aviation Management Emphasis

The last line of item 5 should read:
Math: (X) None ( ) Assessment ( ) Prerequisite

In the course description, History should read: history
Anita Williams seconded the motion. The motion was approved unanimously.

- Pam Stout made the motion to approve the modification of the AS degree program in **Aviation Maintenance Technology-Aviation Management Emphasis** from the revised handout as amended.

**From the 1st page of the program modification:**
- Semester Hours General Education should read: 40
- Semester Hours Total should read: 61
- Under Freshman Year First Semester:
  - General Biology should read: 3
  - The sixth block should read: **AVM 1113 Introduction to Aviation 3**
    (Humanities-Elective should be deleted)
  - Total should read: 15

**From the 2nd page of the program modification:**
- Under Freshman Year Second Semester:
  - The fourth block should read: **AVM 2413 Aviation Management**
    (AVM 1113 Introduction to Aviation should be deleted)

- Under Sophomore Year Second Semester:
  - **AVM 2413 Aviation Management** should be deleted
  - The seventh block should read: Humanities Elective

**From the 3rd page of the program modification:**
- Under General Education Courses:
  - The seventh block should read: **BIO 1114 3**
  - Total should read: 40

**From the 4th page of the program modification:**
- Total Credit Hours should read: 61

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

The meeting adjourned at approximately 4:15 p.m.