

**Minutes for the Subcommittee on Curriculum  
Thursday 13 January 2005  
3:30 PM Room 251 University Center**

Members Present: Sara Brackin, Stephen Bukowy, Kelly Charlton, Tony Curtis, Martin Farley, Maria Pereira, Karen Stanley, Travis Stockley, Mark Thompson

Members Excused: Bill Gash, Susan Whitt

Members Absent Unexcused: SGA Representative

Guests: Elizabeth Normandy

1. The Meeting was called to order at 3:30
2. Discussion was held with regard to the Proposal forms. Several suggestions were made to clarify the forms and instructions. Bukowy said he would incorporate those and would have new revised forms for the committee's approval. Normandy will discuss with Hanson the location of the forms on the University's website. We suggest one location under Curriculum Subcommittee.
3. Discussion was held regarding the curriculum change process.
  - a. Department Chairs are to send an electronic (PDF) copy of their requests to both the Chair Subcommittee on Curriculum and Sara Brackin, Registrar. Chair of Subcommittee will distribute the proposals to committee members. Registrar will make hard copy and sign after checking for potential problems. If no problems are discovered, Registrar will forward signed copy to the appropriate Dean for signature. If problems are discovered by the Registrar, the Registrar will contact the Proposing department to try to fix the problems.
  - b. After signing the hard copy and approving/disapproving of the proposal, the Dean will forward the proposal to the Provost for signature. Following the Provost's signing, the hard copy of the proposal will be forwarded to the Chair, Subcommittee on Curriculum for placement on the agenda.
  - c. During the time of the gathering of signatures, the committee members will be reviewing the proposal prior to the meeting.
  - d. Meeting was adjourned at 5:00 pm

Respectfully submitted,

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Stephen J. Bukowy, Chair

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Martin Farley, Secretary