**Courses and Curriculum Committee**

**Minutes**

**April 14, 2025**

Present: Alice Blackwell, Jennifer Wright, Richard Elder, Laurie Pittman, Jennifer Stegall, Adena LeJeune, John Allen, Sandra Purifoy, Ahmed Shaffie, Kerry Ordes, and Elizabeth Duck

Absent: Cole Franklin

Ex-officio: Bobi Delaney (Registrar), Eamon Halpin (Provost’s Office)

Guests: Sarah Barnes

Dr. Alice Blackwell called the meeting to order at 12:02 pm after a quorum had been established. Alice announced that the minutes from the March 26, 2025, meeting were approved with 12 in favor, 0 opposed, and 0 abstaining.

Laurie Pittman made a motion to batch vote where possible. Ahmed Shaffie seconded the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee (Franklin) did not vote due to being absent.

Batch #1 consisted of ENGL course additions. Dr. Blackwell, acting as department representative, explained the rationale for these courses. The two grant writing courses (ENGL 3003 and ENGL 4003) provide students with marketable skills and reflect the current emphasis on career readiness; these could be taken by any student, regardless of major. The creative writing course, ENGL 3004, is a repeatable course that focuses on writing in one genre (e. g., fiction, poetry, creative non-fiction) selected for that semester. Student demand for such a class has been high. ENGL 3004 will replace an underperforming creative writing class (ENGL 3008), which focused on one genre only (writing for the stage).

The committee reviewed the proposal for ENGL 3003, *Grant Writing Workshop*, a 3-credit hour course. The department votes, CIP code, and effective date were noted. The prerequisite (ENGL 1002) was noted; anyone, regardless of major, may take this course after completing freshman composition. The course description and course objectives were in alignment. No new fees, facilities, faculty, library resources, or equipment are needed for this course.

The committee reviewed ENGL 3004, *Intermediate Creative Writing Workshop*, a 3-credit hour course. The Committee had favorably reviewed this course at a previous meeting, but the department withdrew the course to correct an error. The errors have been corrected in both Curriculog and the MCO. The department votes, CIP code, and effective date were noted. No new fees, faculty, library resources, facilities, or equipment are needed. The course objectives were clearly explained and aligned with the course description.

The committee reviewed ENGL 4003, *Technical Writing: Advanced Grant Writing*, a 3-credit hour course. The department votes, CIP code, and effective date were noted. The course will focus on refining and completing grant proposals. No new fees, facilities, faculty, library resources, or equipment is needed for the course. The prerequisite (ENGL 3003) was noted. The course description and course objectives were aligned.

Richard Elder made a motion to approve the additions of ENGL 3003, ENGL 3004, and ENGL 4003. Elizabeth Duck seconded the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee (Franklin) did not vote due to being absent.

The committee then reviewed the proposal for the deletion of ENGL 3008, *Creative Writing: for Theater/Stage*, was discussed. Alice Blackwell explained that the course was underperforming and was to be replaced by ENGL 3004. All required votes, etc., were noted. Elizabeth Duck made a motion to delete ENGL 3008 with Jennifer Stegall seconding the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

Next, the deletion of Long Term Care Administration, BS, was reviewed. Sarah Barnes explained that the program had not graduated any majors in several years. All required elements on the form were noted as present and appropriate. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

Richard Elder made a motion to approve the deletion of the Long Term Care Administration, BS degree. Elizabeth Duck seconded the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

The addition of CHEM 2991, *Introductory Chemistry Internship*, was discussed. As were all other Introductory Internships, this was reviewed favorably March 19, 2025, but was returned for a correction; this error has been corrected. As were all the other introductory internships, this internship is commensurate with 1000-2000 level coursework and does not duplicate the 4000-level internships. The department votes, CIP code, and effective date were noted. The course can be repeated one time. The prerequisites were noted. The course description and course objectives were in alignment. No new fees, facilities, faculty, library resources, or equipment are needed. John Allen made a motion to approve the addition of CHEM 2991 with Sandra Purifoy seconding the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

The committee reviewed the proposal for the modification of the Minor in Chemistry. The chemistry minor was modified to include CHEM 2991 (Introductory Internship) on the list of courses that did not count for the minor. Richard Elder noted that a minor generally focuses more on content-based classroom courses. A typographical error on the AC form was noted; John Allen, the department representative, confirmed that the correct vote was 7 in favor and 0 opposed. All the necessary elements on the form were noted.

Laurie Pittman made a motion to approve the modification of the Minor in Chemistry. John Allen seconded the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

With no further business Elizabeth Duck made a motion to adjourn with Laurie Pittman seconding the motion. The motion passed by voice vote (Blackwell, Elder, Stegall, Duck, Ordes, LeJeune, Wright, Pittman, Purifoy, Shaffie, and Allen) with 11 in favor, 0 opposed, and 0 abstaining. One member of the Committee did not vote due to being absent.

The meeting officially adjourned at 12:30 pm.

Respectfully submitted,

Sandra Purifoy

Secretary