**Courses and Curriculum Committee**

**Minutes**

**December 2, 2024**

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

Guests: Jessica Ringo, Bernard Gallagher, Bobi Delaney (Registrar), and Eamon Halpin (Ex-Officio)

Dr. Alice Blackwell called the meeting to order at 3:01 pm once a quorum had been established. Minutes from the November 18, 2024 meeting were reviewed. Dr. Richard Elder made a motion to approve the minutes with Ms. Laurie Pittman seconding the motion. The minutes passed by voice vote with 12 in favor (Blackwell, Elder, Franklin, Duck, Purifoy, LeJeune, Pittman, Allen, Wright, Ordes, Shaffie, and Stegall) 0 opposed, and 0 abstentions.

The first item on the agenda discussed by Dr. Blackwell was batch voting on courses being reviewed at the meeting. John Allen made a motion to batch vote where appropriate. Cole Franklin seconded the motion. The motion was approved by voice vote with 12 in favor, 0 opposed, and 0 abstaining (Blackwell, Elder, Franklin, Duck, Purifoy, LeJeune, Pittman, Allen, Wright, Ordes, Shaffie, and Stegall), 0 opposed, and 0 abstaining.

Dr. Jessica Ringo presented a new course, CHEM 3600, *Fundamentals of Forensic Chemistry*, which would be required in the proposed Forensic Chemistry concentration in the BS Chemistry degree. The course will provide more options for students as well as help to reduce workplace shortages in forensics. The course does not require any new faculty, library resources, equipment, supplies, or budgetary items to teach the course. The prerequisites and CIP were clearly noted, and the course description and objectives were in alignment.

The next course reviewed was CHEM 4600, *Forensic Toxicology*, a new course required for the proposed Forensic Chemistry concentration in the BS Chemistry degree. One abstention vote in the department was noted by Alice Blackwell. The proposed course can be taught without the need for new faculty, library resources, equipment, supplies, or impact to the department’s budget. The course description and objectives were in alignment. The prerequisites and CIP were noted. John Allen made a motion to approve the two new courses, CHEM 3600 and CHEM 4600, with Ahmed Shaffie seconding the motion. The motion passed by voice vote with 12 in favor (Blackwell, Elder, Franklin, Duck, Purifoy, LeJeune, Pittman, Allen, Wright, Ordes, Shaffie, and Stegall), 0 opposed, and 0 abstaining.

The modification of the BS Chemistry was reviewed. The proposed modification consisted of the addition of the concentration in Forensic Chemistry. The rationale for this new concentration was discussed. All signatures and necessary votes were noted. A discussion on the grade of C or better in all major requirement courses being noted on the AC Form, but not in the catalogue was discussed. The listing of BIOL 2153 twice was questioned. Jessica Ringo, Chair of the Department of Chemistry and Physics, withdrew the modification so that the necessary correction could be made.

At this time Adena LeJeune and Jennifer Wright left the meeting.

The next batch vote items were discussed. HIST 4057, *US Constitutional History*, a new 3-credit hour lecture course will provide an additional elective course offering for students in the online program. The department vote, CIP code, and prerequisites were noted. No additional faculty, equipment, supplies, or library resources are necessary to implement the course. The course will not require any fees nor impact other departments.

HIST 4068, *US Military History*, a new 3-credit hour elective course will help to increase the number of course offerings for the online history program. The prerequisites, CIP code, and department vote were clearly stated. No additional faculty, supplies, or library resources are needed for the course. The course will not affect other departments.

Another new elective 3-credit hour course, HIST 4164, *History of the US Supreme Court*, was reviewed. The course will expand the course offerings for the online history program providing more flexibility for students. The prerequisites, CIP code, and department vote were noted. Additional faculty, supplies, library resources, fees, or equipment are not needed to implement the course. The department budget will not be impacted.

Next, HIST 4028, *World War I*, was discussed. The new 3-credit hour elective course will expand the course offerings for history majors and BGS students. The department vote, prerequisites, and CIP code were stated. No additional faculty, supplies, library resources, or equipment are necessary. Cole Franklin made a motion to approve the four HIST courses. Laurie Pittman seconded the motion. The final voice vote was 10 in favor (Blackwell, Elder, Franklin, Duck, Purifoy, Pittman, Allen, Ordes, Shaffie, and Stegall), 0 opposed, and 0 abstentions. LeJeune and Wright had left the meeting and did not vote.

The last agenda item reviewed was the resubmission of the modification of the BS Medical Laboratory Science (MLT to MLS Online). A change to the General Education Social Science requirement was explained by Richard Elder. The proposal will change from PSYC 2000 and General Education Social Science course (6-credit hours) to General Education Social Science for a total of 6-credit hour requirement. It was noted that MLSC 4000 has not made its way back to the committee, for which reason this curriculum modification cannot be submitted for a vote at this time. Richard Elder made a motion to withdraw the modification until the proposal for MLSC 4000 was passed. The motion was seconded by Elizabeth Duck. The motion passed by voice vote (Blackwell, Elder, Franklin, Duck, Purifoy, Pittman, Allen, Ordes, Shaffie, and Stegall) with 10 in favor, 0 opposed, and 0 abstentions. LeJeune and Wright had left the meeting and did not vote.

With no further business, John Allen made a motion to adjourn with Cole Franklin seconding the motion. The motion passed by voice vote with 10 in favor (Blackwell, Elder, Franklin, Duck, Purifoy, Pittman, Allen, Ordes, Shaffie, and Stegall), 0 opposed, and 0 abstaining. LeJeune and Wright had left the meeting and did not vote.

The meeting officially ended at 3:57 pm.

Respectfully submitted,

Sandra Purifoy

Secretary

 Chair’s addendum: as these minutes were being prepared, two minor errors were noted:

* For HIST 4068: A stray click made it appear that there will be special equipment needed. Nothing in the MCO or course description says anything that would indicate that there is any equipment needed, and there are no further notes on this. **Dr. Bernard Gallagher, the department chair for ENHH, confirms that this is an error. At the time of the Dec. 2 meeting, Dr. Gallagher affirmed that this course could be taught with current faculty, supplies, etc.**
* For HIST 4028: a stray click made it appear that there WILL be extra fees for this course. Nothing in the MCO or course description refers to any fees, and nothing else is said about them. **Dr. Bernard Gallagher, the department chair of ENHH, confirms that this is an error. At the time of the Dec. 2 meeting, Dr. Gallagher affirmed that this course could be taught with current faculty, supplies, etc.**

It is the opinion of the chair that, since these are not part of the “catalog information” but are, rather, more guidance for those assessing the proposals, these errors may be noted as such without necessitating a return of these forms. If there were any necessary equipment or fees, such would be purchased or assessed only after many more steps involving many other forms. In short, the error here would not automatically lead to equipment being purchased or fees being assessed, and what the committee was told is still correct. **Dr. Gallagher has offered to clarify this information for any who are concerned.**

The minutes of this meeting now go to the committee for a vote.

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