**Courses and Curriculum Committee**

**Minutes**

**February 26, 2025**

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

Absent: None, all members were present

Guests: Eamon Halpin, Andrew Hirchak, and Jeff Langston

After a quorum had been established, Dr. Alice Blackwell called the meeting to order at 3:00 pm. Dr. Blackwell previewed the schedule for the next few weeks. In addition, she read an excerpt from an email from LSU Legal as provided by Dr. Gill: per LSU Legal’s email, Dr. Blackwell confirmed that members of the Committee are required to vote in person with no proxy voting allowed; committee members should endeavor to secure a substitute rather than ask for a proxy or for remote participation (unless certain strictly defined conditions, e. g., ADA accommodations, are met). Guests are allowed to attend meetings remotely or in person.

Dr. Blackwell noted that batch voting could be used for courses being reviewed this week. Jennifer Wright made a motion to batch vote where possible with Adena LeJeune seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining. (All members of the Committee were present.)

The first course in Batch #1 to be considered was a new course BUSN 4301, *Business Analytics*. The department representative (Wright) remarked that the course will provide students with data-driven decision-making skills necessary in the workplace. The department vote, course credit hours, and CIP code were noted. The prerequisites were clearly outlined. The course description is in alignment with the course objectives. No new fees, library resources, or faculty are needed to implement the course. LSUA’s IET department will need to install a free, open source software program; however, a new budget is not needed. Students will be able to load this program to their computers to complete assignments.

A modification of MGMT 4830, *Business Policy*, was the next course reviewed. The title of the course was the only noted change. Changing the name from *Business Policy* to *Strategic Management* better describes the course; the new course name reflects the current discursive practices in academe for describing the course content, so it is now clear that this course is equivalent to others in similar institutions. The department votes were noted. No new fees are necessary for the modification. The course is not being requested for General Education status.

Dr. Adena Lejeune made a motion to approve the new course, BUSN 4301 and the modification of MGMT 4830. The motion was seconded by Jennifer Wright. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

The modification of the BS in Business Administration was discussed. The department vote was noted as having been positive but split. In the Major Requirements, the title change of MGMT 4830, *Strategic Management* was noted. In all concentrations, students now have the option to take CMST 1061 or CMST 2060, thus allowing greater flexibility. The Management Concentration was restructured, making it more flexible for students so that they may customize their education to their interests and professional goals. The concentration is still 24 hours. Three courses were eliminated as requirements; two courses, MGMT 4620 and MGMT 4310, were added as requirements. Students are now offered a list of upper-level MGMT courses from which they may select two courses for a total of 6-credit hours. The remaining 12-credit hours added flexibility by allowing students to choose courses from a list of 3000-4000 level Business electives. Lastly the concentration in Information Systems is requested to be deleted due to low student enrollment. Richard Elder made a motion to approve the modification of the BS in Business Administration with Elizabeth Duck seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

The deletion of the Minor in Management Information Systems was reviewed. Due to low student enrollment, the department was requesting it be removed from the catalogue.

Richard Elder made a motion to approve the deletion of the Minor in Management Information Systems. Cole Franklin seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

Next, the Batch #2 courses were considered. A new course, MLSC 2440, *Medical Laboratory Seminar*, was presented to specifically help students with preparing for the national certification exam and career planning. The department votes and CIP code were noted. The required course was suggested by the AS Medical Laboratory Science Advisory Committee. No new library resources, facilities, faculty, supplies, or fees were proposed to implement the course. The prerequisites and corequisites were noted. The course title and course description were in alignment with the course objectives.

The modification of MLSC 4000, *Professional Practices Seminar II*, was reviewed. The department votes and CIP code were noted. The prerequisites were identified. The suggested change recommended reducing the course credit hours from 3-credit hours to 2-credit hours **due to the workload of the faculty**. Neither the course description nor the course content had any changes. This hour change was endorsed by the MLS Advisory Committee. Because this course is paired with another (Professional Practices Seminar I), which has also changed in hours to reflect faculty workload, and because this change to Professional Practices Seminar I has already passed Faculty Senate, it is strongly recommended that this course modification pass as well.

Richard Elder made a motion to approve the addition of MLSC 2440 and the modification of MLSC 4000. Laurie Pittman seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining. All members of the Committee were present with no one not voting.

The BS in Medical Laboratory Science, Online was discussed. The department votes and the effective date were noted. This degree is offered to 100% online students. It was noted that there were some “track changes” that were not in the AC Form, BUT IT WAS DISCOVERED THAT THESE “EDITS” merely conformed the document to what was already in the catalog. **In other words, the “current curriculum” in the document was NOT what was in the catalog and had to be edited to conform**. ***ONLY*** the following were noted in the AC form as a change: PSYC 2000 is no longer required, as many students transferred in other PSYC courses that might serve them just as well in this degree, and the change in the hours of MLSC 3050 and MLSC 4000. Adena LeJeune made a motion to approve the modification of the BS in Medical Laboratory Science, Online, with Elizabeth Duck seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

The modification of the AS in Medical Laboratory Science was reviewed. The department votes and the effective date were noted. Dr. Barnes’ notes specify that these changes were being made to make the degree more attainable (dropping to 70 hours, giving students a choice in Gen Ed Psychology courses, giving students a choice of CMST courses) and also adding courses designed to help students prepare for credentialing exams (a registry review course and a medical terminology course). Ms. Duck further explained changes in other required BIOL and CHEM courses. The AS Medical Laboratory Science Advisory Committee was involved in recommending these changes. Jennifer Stegall made a motion to approve the modification of the AS in Medical Laboratory Science. Jennifer Wright seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

The Batch #3 courses were submitted by the Chemistry Department. A new course, CHEM 2991, *Introductory Chemical Internship*, was reviewed. The department vote and CIP code were noted. The lab credit hours were explained. The course is not the same course as CHEM 4991. No new faculty, fees, supplies, or library resources were proposed. However, prior to the minutes being composed, an error in the course description was noted (“commiserate” in place of “commensurate”); in light of this finding, the department withdrew this proposal for quick editing.

Modification of CHEM 2002, *Quantitative Analysis Laboratory*, was discussed. The department vote, effective date, and CIP code were noted. The prerequisites and the course description were discussed. The newly proposed course description added the course could be taken in-person or online as a prespecified summer residency on campus. The course was discussed with the Department of Biological Sciences since a summer residency exists for this program. No new fees, resources, faculty, or supplies are need for this course. The prerequisites were changed to include on-campus and online students. The title also changed to include more specific language to reflect what the course was teaching; the course content is unchanged.

Next, the modification of CHEM 3361, *Organic Chemistry Laboratory I*, was considered. The department votes, effective date, and CIP code were noted. The prerequisites did not change, however, the course description was changed to include the course could be taken by on-campus and online students as prescribed in the summer residency program on campus. The course content itself does not change. The course description and course objectives were in alignment.

Another modification of a chemistry laboratory course, CHEM 3362, *Organic Chemistry Laboratory II*, was reviewed. No changes were noted in the course description, although the prerequisite was modified to reflect that the course can be taken by on-campus and online students as prespecified in the summer residency program on campus. The modification was discussed with the Biology Department to ensure the course does not impact scheduling with BIOL 1003. No new fees are necessary to implement the course. The department vote, CIP code, and the effective date were noted.

The modification of CHEM 4991, *Chemistry Internship*, was reviewed. The change was to set variable credit hours from 1-credit hour to 3-credit hours and to remove the BS in Chemistry requirement. The course description was changed to align the language with other college internships. Adena LeJeune made a motion to approve CHEM 2002, CHEM 3361, CHEM 3362, and CHEM 4991. Ahmed Shaffie seconded the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining. All members of the Committee were present with no one not voting.

The BS in Chemistry was modified to create the Industry Professional concentration. The department vote was noted. The Natural Sciences requirement for the Industry Professional concentration included a change for online students to take BIOL 1101 instead of BIOL 1201 bringing the total Natural Science credit hours to 9- to 10-credit hours. A note was added for online students stating CHEM 2002, CHEM 3361, and CHEM 3362 could be taken in person or at a prescribed summer residency on campus. In addition, students may take MATH 2057, *Calculus III* or MATH 2047, *Calculus IIIA/*MATH 2048, *Calculus IIIB*. The elective credit hours in the Industry Professional concentration requires 26- to 27-credit hours. John Allen made a motion to approve the modification of the BS in Chemistry with Adena LeJeune seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining. All members of the Committee were present with no one not voting.

Alice announced the next meeting would occur after Spring Break.

With no further business Sandra Purifoy made a motion to adjourn with Cole Franklin seconding the motion. The motion passed by voice vote (Wright, Elder, Franklin, Stegall, LeJeune, Pittman, Allen, Shaffie, Ordes, Duck, Purifoy, and Blackwell) with 12 in favor, 0 opposed, and 0 abstaining.

The meeting officially ended at 4:03 pm.

Respectfully submitted,

Sandra Purifoy

Secretary