Committee Members Present: Bendixen, Lisa; Corkill, Alice; Quinn, Linda; Ramirez, Maria; Wang, Jian (Chair).

Committee Members Absent: Gelfer, Jeff

Guest: Lough, Nancy

Nancy Lough explained the rationale for the title changes to EDH 706, EDH 733, and EDH 739. It was moved and seconded (Corkill, Ramirez) that all three title changes be approved. The motion passed with unanimous support.

Procedures created for the Curriculum Committee were explained to new members. In particular:

- Members take turns taking meeting minutes. Minutes must be distributed to committee members via email within 24 hours of the meeting for approval. Approval votes are submitted to the Curriculum Committee Chair via email.

- Curricular change items must be submitted to the Curriculum Committee Chair two weeks prior to scheduled Curriculum Committee meetings.

The committee discussed four possible COE Curriculum Committee Bylaws changes.

1. It was moved and seconded (Corkill, Ramirez) to initiate changes to the COE Curriculum Committee Bylaws to remove student representation on the committee. The motion passed with unanimous support.
2. It was moved and seconded (Quinn, Ramirez) to initiate changes to the COE Curriculum Committee Bylaws to remove the Director of the COE Undergraduate Advising Center from the committee. The motion passed with unanimous support.
3. No changes were recommended regarding the number of faculty required to request action in writing to confirm acceptance of Curriculum Committee decisions (five) or the number of faculty required to appeal a general faculty decision in writing (ten). Committee members agreed that the difference in numbers appropriately reflects the difference in the actions.
4. It was moved and seconded (Corkill, Bendixen) that a wording change be made to the COE Curriculum Committee Bylaws. Specifically, “The Dean forwards approved proposals to either the University Program and Curriculum Committee or the Graduate Curriculum Committee as appropriate” should be changed to, “The Dean forwards approved proposals to undergraduate or graduate committees as appropriate.” The motion passed with unanimous support.

The committee chair reminded committee members that proposals for course changes must include catalog information (page two of the change form) as necessary.