



Curriculum and Instruction Team Meeting  
October 20, 2022  
Minutes

Members Present: Lori Armstrong, JoElla Basler, Danielle Boyd, Roberta Christie, Amanda Hannan, Wendy Harris, Lorena Hines, Laura Hosfeldt, Mindy Reach, Kayla Sauerbrunn, Ruth Smith, Dr. Ryan Thornsberry.

Members Absent: Dr. Tammy Capps, Kayla Sauerbrunn, and Ruth Smith (attending conference)

Guests: Sabrina Black (non-voting member) and Jean Ellen Boyd

Chair: Dr. Kristin Shelby

VP of Academic Affairs: Darci Cather

Executive Associate to VPAA: Felicia Rouse

- I. Call to Order
- II. Roll Call
- III. Minutes TABLED from September 15, 2022 (Lori Armstrong made a motion; Wendy Harris seconded – motion carried)
- IV. Action Items
  - a. Allied Health
  - b. BOT
    - i. HVAC
      1. New Course (effective Fall 2023): HAC 0297 – HVAC Internship (HAC 2236) (Roberta Christie made a motion; Felicia Rouse seconded – motion carried)
      2. Curriculum Guide Change for HAC 2233 and HAC 2236
        - a. Add the “or” option of ENG 0124 Technical Communication I as an alternative to ENG 0111 English Composition to both curricula. (JoElla Basler made a motion; Amanda Hannan seconded – motion carried)
      3. Curriculum Guide Change for HAC 2236 only



- a. Add the “or” option of MAT 0121 I as an alternative to MAT 0110 General Education Mathematics. (Roberta Christie made a motion; Mindy Reach seconded – motion carried)
    - b. Add the “or” option of SPC 0210 Interpersonal Communication as an alternative to SPC 0111 Speech. (Dr. Ryan Thornsberry made a motion; Roberta Christie seconded – motion carried)
  4. Program Change for HAC 2236 (effective Fall 2023): Increase total program hours from 61 to 62 total credit hours. (Amanda Hannan made a motion; Lori Armstrong seconded – motion carried)
    - c. Humanities and Social Sciences
    - d. Math and Science
    - e. Nursing
    - f. General Education (AA/AS/AGS)
    - g. Other
- V. Old Business
  - a. BOT update on Criminal Justice prerequisite for COM 245-Computer Forensics Investigation (Ruth was at a conference and will update this item at the November 17, 2022 C&I meeting.)
- VI. New Business
  - a. [FIRST READ] Courses to withdraw not taught in 5 years.
  - b. [FIRST READ] Programs to withdraw with 0 enrollment for 5 years.
  - c. There will be a need for a virtual vote on November 4 for catalog clean-up, so please check your email.
- VII. Announcements
  - a. Question from Mindy Reach: Is there a way to report what was submitted to ICCB (course and curriculum changes) to student services (advisors)?
  - b. JoElla Basler would like for T/R classes to be promoted.
  - c. JoElla Basler asked if someone could clarify what Chairs were supposed to do for the catalog clean-up process. Also, what does “By request” mean?



- d. Roberta Christie commented that the changes to the spring course schedule are negatively impacting students and their ability to take courses, and also suggested that we ask students if/how they have been impacted by these changes.

VIII. Upcoming Meeting Dates

- a. November 17, 2022 (Items due by November 10, 2022)
- b. December 15, 2022 (Items due by December 9, 2022)
- c. January 19, 2023 (Items due by January 13, 2023)
- d. February 16, 2023 (Items due by February 10, 2023)
- e. March 16, 2023 (Items due by March 3, 2023 – Spring Break March 6-10)
- f. April 20, 2023 (Items due by April 14, 2023)

IX. C&I Team Projects

- X. Adjournment (Lori Armstrong made the motion to adjourn; Danielle Boyd seconded)