



**Curriculum & Instruction Team Meeting
October 19, 2023
Minutes**

C&I Team Members

X	Lori Armstrong	X	Wendy Harris
X	JoElla Basler		Lorena Hines
X	David Black	X	Dr. Dane Muckler (Co-Chair)
X	Sabrina Black (advisory)	X	Dr. Ian Nicolaides
	Keyarra Blissett	X	Mindy Reach
X	Danielle Boyd	X	Dr. Kristin Shelby (Chair)
X	Dr. Darci Cather (advisory)		Rebecca Steinmetz (backup minutes)
X	Jessica Edwards (minutes)	X	Kristy Stephenson
X	Amanda Hannan	X	Dr. Ryan Thornsberry

- I. Call to Order at 2:04 p.m
- II. Roll Call
- III. Approval of Minutes from September 21, 2023 (Dr. Thornsberry made a motion; Mandy Hannan seconded – motion carried)
- IV. Additions to the Agenda
- V. C&I Action Items
 - a. Allied Health (Dr. Ian Nicolaides)
 - b. CTE (Wendy Harris)
 - c. Humanities and Social Sciences (JoElla Basler)
 - d. Math and Science (Lori Armstrong)
 - e. Nursing (Amanda Hannan)
 - f. General Education (AA/AS/AGS)
 - g. Other
 - i. Courses not taught in 5-years



ii. Catalog/ICCB Course Master File Discrepancies

- VI. Old Business
- VII. New Business
 - a. Process and forms for C&I agenda action items
- VIII. C&I Team Policy/Procedures Development
- IX. Announcements or Area Updates
 - a. Items for 2024-2025 Catalog due November 28th.
- X. Upcoming Meeting Dates
 - a. November 16, 2023 (Items due by November 9, 2023)
 - b. November 30, 2023 (Items due by November 27, 2023)
 - i. Dr. Shelby will be at a conference. Chairs/Deans work with Jessica and Dr. Muckler for agenda items. Dr. Muckler will preside over this meeting.
 - c. January 18, 2024 (Items due by January 12, 2024)
 - d. February 15, 2024 (Items due by February 9, 2024)
 - e. March 21, 2024 (Items due by March 15, 2024 – Spring Break March 4-8)
 - f. April 18, 2024 (Items due by April 12, 2024)
- XI. Adjournment (Dr. Nicolaidis made a motion; Lori Armstrong seconded – motion carried at 3:19 p.m.)