

**M-I-N-U-T-E-S**  
**Curriculum Committee**  
**Tuesday, March 9, 2004**  
**11:00 a.m.**

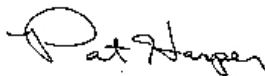
**Present:** Larry Howard (Chair), Mansur Rastani (for Nader Bagheri), Jim Buckley, Tim Lynch (Shared Vote), Tom Mader, Lisa Carroll/Bruce Boylen, Greg Cho (Shared Vote), Debbie Fischer (Non-voting), Steve Kreta (Non-voting), and Pat Harper (Recorder, Non-voting)

**Guests:** Bob Hammaker, Jay Christofferson, and Donna Nincic

**Absent:** Cadet Ryan Libhart, Chris Stuart, Nader Bagheri, and Dan Lintz

- ~ The meeting was called to order by Chairperson Larry Howard at 11:03 a.m.
- ~ Tom Mader motioned that the minutes of February 17, 2004 be approved; Lisa Carroll seconded the motion. The minutes were unanimously approved 6-Yes/0-No.
- ~ **HUM 105 Spanish I and HUM 205 Spanish II** still need assessment information submitted. Tim Lynch spoke with René Viargues, chair of General Studies. The information will be available for the next meeting.
- ~ **CCR No. 03/04-01 Topics in International Business – New Course.** The Committee was generally in favor of the course but requested that more assessment information be included.
- ~ There was a lengthy discussion about assessment and what information should be included on curriculum change proposals. One suggestion was that curriculum change proposals be reviewed by Bunny Paine-Clemes so that she could make recommendations. It was decided that Larry Howard, Tom Mader, and Mansur Rastani will come up with a recommendation regarding assessment. **CCR No. 03/04-02 Cruise Business Seminar – New Course** has been tabled until after the presentation of the assessment recommendation.
- ~ **Proposal to Establish an Audit Grade.** Auditing a class would be on a space available basis only. After some discussion, Debbie Fischer agreed to contact other schools to find out how they handle audit students.
- ~ **Proposal to Amend the Bylaws of the Curriculum Committee so that the Curriculum Committee Becomes a Policy Source.** Jim Buckley motioned for approval; Tom Mader seconded the motion. The unanimous vote was 6-Yes/0-No.
- ~ The meeting was adjourned at 12:28 p.m.

Respectfully submitted,



Pat Harper, Recorder

cc: Robert Hammaker, Chair, Academic Senate  
Dr. Jay Christofferson, Vice President, Academic Affairs  
Laura Layton, Exec. Asst. to VPAA