

**M-I-N-U-T-E-S**  
**Curriculum Committee**  
**Tuesday, March 23, 2004**  
**11:00 a.m.**

Present: Larry Howard (Chair), Nader Bagheri, Chris Stuart, Tom Mader, Lisa Carroll, Debbie Fischer (Non-voting), Steve Kreta (Non-voting), and Pat Harper (Recorder, Non-voting)

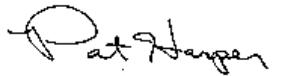
Absent: Cadet Ryan Libhart, Jim Buckley, Tim Lynch (Shared Vote), Greg Cho (Shared Vote), and Dan Lintz

- ~ The meeting was called to order by Chairperson Larry Howard at 11:03 a.m.
- ~ Tom motioned that the minutes of March 9, 2004 be approved; Nader seconded the motion. The minutes were unanimously approved 5-Yes/0-No.
- ~ **Old Business – HUM 105 Spanish I and HUM 205 Spanish II** still need assessment information submitted.
- ~ There was discussion about changes to the Curriculum Change Request form and the Department Chair Questionnaire form regarding assessment plan attachment. Tom moved to incorporate changes to the forms, Chris seconded the motion. The unanimous vote was 5-Yes/0-No.
- ~ **CCR No. 03/04-01 BUS 396 Topics in International Business – New Elective Course.** Tom motioned for approval; Chris seconded the motion. The unanimous vote was 5-Yes/0-No.
- ~ Tom suggested that ET 395, ME 395, BUS 395, MT 395, GMA 395, etc. be reserved for Special Topics. He volunteered to talk to all the departments and get their approval. He will then write up a Curriculum Change Request and present the proposal at the next meeting.
- ~ **CCR No. 03/04-02 Cruise Business Seminar – New Course** was tabled until the next meeting due to some confusion regarding how this course would affect BUS 300 International Business.
- ~ **Proposal to Establish an Audit Grade.** Debbie distributed her findings from other CSU campuses regarding their audit policies. It was decided that Larry will look at the verbage written by the Chancellor's Office. He will put some language together to be discussed at the next meeting.
- ~ **Policy Issues** – Tom will investigate the need for a policy for waivers of prerequisites. When is it appropriate to waive a prerequisite? Larry will look into the need for a policy

regarding independent/individual studies. Is it possible to give some kind of credit to faculty members who agree to teach an out of sequence class to one student? Tom and Larry will report back to the Curriculum Committee at the next meeting on Tuesday, April 6.

- ~ The meeting was adjourned at 12:25 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