Meeting called to order at 2:04 pm.

1. Approval of December 6, 2016 Minutes [ Deanna Barymon - motion, Kim Pittcock - seconded]
2. Substitution Forms – Jesse Blankenship
	1. Jesse Blankenship – approximately 500 substation forms since Jan 1. For example, Social Stats Lab. COB subs Calculus for Survey. I will send out notices to departments to request processing a bulletin change; could you help make sure these get updated in the bulletin?
	2. Jason Stewart - talk to Registrar’s Office if you have issues. They’re very help if you go and work through things.
3. Course Proposals
	1. Subcommittee 1 – Led by Shelley Gipson
		1. 2016U\_SM01\_ TABLED\_Bulletin\_Banner\_Change\_Transmittal\_Form (Math and Stat)\_REVISION3
			1. Dept. will submit deletion of MATH 1143. Was SAT score supposed to go down to 560? (yes, mistake in original bulletin)
			2. PASS
		2. 2016U\_EBS01\_TABLED\_New-Emphasis\_Add-On-Age-3-and-4-License\_REVISION6
			1. PASS
		3. 2017U\_EBS03\_Bulletin-change-form-for-ECH-program-prerequisits\_REVISION1
			1. PASS
		4. 2016U\_NHP24\_DMS-Curriculum-bulletin-change-REVISION2
			1. PASS
		5. 2016U\_NHP25\_PTA-Computer-to-Psy-change
			1. Health Studies need to submit proposal as well. DB will contact them.
			2. TABLED
		6. 2016U\_NHP26\_RSU-4511-Ultrasound-Clinic-I-revision\_REVISION1
			1. PASS
		7. 2016U\_NHP27\_RSU-4544-Ultrasound-Clinic-IV-revision-REVISION1
			1. PASS
	2. Subcommittee 2 – Led by Nikesha Nesbitt
		1. 2016U\_LAC05\_THEA-1011.REV-curriculum
			1. PASS
		2. 2016U\_LAC07\_THEA-2010-Curriculum
			1. PASS
		3. 2016U\_LAC08\_THEA-2020-curriculum\_REVISION1
			1. PASS
		4. 2016U\_LAC09\_THEA-4001-Curriculum\_REVISION1
			1. PASS
	3. Subcommittee 3 – Led by David Gilmore
		1. 2016U\_LAC03\_DegreesWithoutCore-Transmittal-Form-revised-11716\_REVISION1
			1. TABLED 02/10/17 - logistics of removing core from all Comm and Media degrees. Sent back to Dr. Cates.
			2. Based on conversations with Drs. Cates and Traylor, committee was assured that similar Media proposal was forthcoming. Committee to vote by email.
			3. Pass by email vote- 2/21/17
		2. 2016U\_LAC04\_PRAD-3553 -UCC-Strat-Viz-Comm-Course\_Revision\_Proposal\_Form-Fall-2016-signed\_REVISION1
			1. PASS
		3. 2016U\_LAC10\_MUS-1503-New-Course-Proposal\_REVISION1
			1. Course description from 5 is the correct description. Assessment questions from SDP - adding more remedial in 126 hour degree; outcome 5 does not have assessment plan in her office.
			2. TABLED
		4. 2016U\_LAC11\_Bulletin-Change-Form-MUSP-1111-to-MUSP-1112\_REVISION1
			1. PASS
		5. 2016U\_LAC12\_Course\_Revision\_Proposal\_Form+MUS-1513
			1. Same discussion as 2016U\_LAC10
			2. TABLED
4. Academic Load – Gina Hogue
	1. See attached info
	2. Gina Hogue - UG students have so many options, so we run into problems with course load. There is a new calculator for academic load which gives perspective for fall/spring. Need to get specific wording in the bulletin so that HLC people will know that we are working through this as an institution to manage these loads. Could you review the attached document and think about it so that when we submit to SGOC, we can show how we are trying to move forward with this. “This is for compliance” UCC has supported.
		1. Warren Johnson - an international student has to carry at least 12 hours. They would need a separate calculator.
		2. Wayne Wilkinson - didn’t we approve a 5 hour class? It isn’t on the chart.
	3. Shelley Gipson - move to support.
	4. Summer DeProw - will HLC allow separate policies for different areas, different colleges with no university policy? Gina Hogue - they require different policies if it is different. But we do have a university policy.
	5. Summer DeProw - do we need to update forms? Gina Hogue - it may be a departmental level review and check off. Warren Johnson - and then there would need to be a documentation? Kim Pittcock - it could be in meeting minutes.
5. Proposed next meeting time – March 10 @ 2 pm (Deadline to submit: February 24)

**Subcommittee Memberships**

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| Subcommittee1 | Subcommittee2 | Subcommittee3 |
| Lillie FearsShelley GipsonWarren JohnsonRebecca Oliver  | Nikesha NesbittKim PittcockJason StewartWayne Wilkinson  | Deanna BarymonDavid GilmoreStar HollowayJohn SeydelMadison Goble  |