Meeting called to order at 3:01 by Steve Green.

1. Approval of November 17, 2016 Minutes. Motion to move: Gil Fowler. Seconded: Brandon Kemp. Pass.
2. Substitution Forms – Jesse Blankenship
	1. Jesse Blankenship will be working with departments to get the bulletins updated as needed to alleviate the amount of substitution forms submitted to the Registrar’s Office every semester.
3. Graduate Faculty Status Requests
	1. Temporary
		1. 2017G\_NC030\_TGF\_Adviento-Borbe
			1. This was approved January 2016 and should be good for 6 years.
			2. Terry Thomas confirmed.
		2. 2017G\_NC031\_TGF\_Sitton
			1. Motion to move: Deborah Chappel Traylor. Seconded: Bill Rowe. Pass.
	2. Regular
		1. No requests submitted
4. Graduate Faculty Status Guidelines
	1. Educational Leadership, Curriculum, and Special Education
		1. Motion to move: Gil Fowler. Seconded: Fabricio Medina-Bolivar. Pass.
	2. Health, Physical Education, and Sports Science
		1. Motion to move: Gil Fowler. Seconded: Brandon Kemp. Pass.
	3. Teacher Education
		1. Motion to move: Deborah Chappel Traylor. Seconded: Lauren Schack Clark. Pass.
5. Course Proposals
	1. 2017G\_AET01\_MEM-Curriculum-Change
		1. Bill Rowe commented that this change would relieve some pressure in Business
		2. Motion to move: Hideya Koizumi. Seconded: Fabricio Medina-Bolivar. Pass.
	2. 2017G\_BU03\_MGMT 6403-Course-Revision
		1. Bill Rowe explained that they were attempting to alleviate confusion for students in the bulletin with the MGMT 6403 and MGMT 6463 (5.c.) course revisions.
		2. Motion to move: Fabricio Medina-Bolivar. Seconded: Brandon Kemp. Pass.
	3. 2017G\_BU04\_MGMT 6463-Course-Revision
		1. Motion to move: Fabricio Medina-Bolivar. Seconded: Brandon Kemp. Pass.
	4. 2017G\_BU05\_Social-Entrepreneurship-Course-Proposal-MBA-2-7-17
		1. Bill Rowe explained that the concentration requires a course which requires study abroad. This proposal will give an option to complete the concentration without the study abroad component, which helps current professionals continuing education and international students.
		2. Motion to move: David LaVetter. Seconded: Fabricio Medina-Bolivar. Pass.
	5. All Education and Behavioral Science considered together:
		1. 2017G\_EBS05\_School-Counseling-Inactivation-WW-Edits\_LON6
		2. 2017G\_EBS06\_MRC-Deletion-WW-Edits\_LON13
			1. Pass.
	6. All Liberal Arts and Communication considered together:
		1. 2017G\_LAC04\_EDSS-6103-Capstone
		2. 2017G\_LAC05\_MSE-Social-Science-Bulletin-Changes
		3. 2017G\_LAC06\_MSE-Social-Science-Online-LON13
			1. Discussion:
				1. Kellie Buford explained that the capstone course will replace comprehensive exams as it is embedded within the portfolio.
				2. The changes to the MSE Social Science program will help people get approximately halfway through National Board Certification, which increases salary a minimum of $10k a year.
				3. Jesse Blankenship suggested perhaps changing the prefix or creating a new prefix because EDSS is usually Methods and Materials courses.
			2. Motion to move: Deborah Chappel Traylor. Seconded: Lauri Umansky. Pass.
	7. All Nursing and Health Professions considered together:
		1. 2017G\_NHP46\_revised-Adult-Gerontology-Clinical-Nurse-Specialist\_LON13
		2. 2017G\_NHP47\_Name-Change-Course-NURS6443
		3. 2017G\_NHP48\_Name-Change-Course-NURS646V
		4. 2017G\_NHP49\_Name-Change-Course-NURS6453
		5. 2017G\_NHP50\_Name-Change-Course-NURS6473
			1. Discussion:
				1. Angela Smith explained that the test name changed, so when students take the test, they are questioning the content of the courses since they don’t match. There are no curricular changes, just the names.
			2. Motion to move: David LaVetter. Seconded: Bill Rowe. Pass.
	8. 2016G\_SM01\_CS 5923-Mobile-Application-Development-Special-Course-Proposal
		1. Jesse Blankenship has been in touch with the department because they already have a temporary course on the books, CS 5913. Dr. Su will submit a permanent course proposal.
6. Academic Load – Dr. Gina Hogue
	1. See attached.
	2. Motion to discuss: Deborah Chappel Traylor.
	3. Discussion:
		1. Dr. Hogue explained that the Registrar’s Office has made extensive changes to the undergraduate bulletin to update it. The Enrollment & Academic Policy Committee recommends the attached updates to the bulletins and hopes to put it through Shared Governance. This will affect everyone as it falls under the university’s overarching policies.
		2. Brandon Kemp explained that Engineering took language in the bulletin and expanded it in their program handbook.
		3. Gina Hogue further explained that the bulletin needs to be clear regarding Academic Load so that an individual program handbook does supersede the university policy. This is how we are functioning, it is just not written specifically in the Bulletin.
	4. Motion to move: Fabricio Medina-Bolivar. Seconded: Brandon Kemp. Pass.
7. General Discussion
	1. Gil Fowler asked how to update faculty credentials in the bulletin which are still incorrect.
		1. Karen Wheeler will find out.
	2. Karen Wheeler informed the committee that the revised Graduate Forms have been pushed out and posted online. They should work now. If there are problems, please call us so they can be fixed.
		1. Deborah Chappel Traylor asked if the forms could be sent to Associate Deans.

Meeting adjourned at 4:08 pm. Motion to move: Shelley Gipson. Seconded: Gil Fowler. Pass.

To access graduate faculty status applications:

<http://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/noncurricular>

Password: **Grad\_Faculty**

To access curricular proposals

<https://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/graduate-council/current-documents.dot>