WINTHROP UNIVERSITY ACADEMIC COUNCIL MINUTES April 13, 2012

Academic Council met on Friday, April 13, 2012 at 2:00 p.m. in Macfeat House Conference Room B.

Members:

David Beatty	Visual & Performing Arts
Keith Benson	Business Administration
John Bird	Arts & Sciences
Matthew Fike	Arts & Sciences
Kambrell Garvin*	CSL Student Representative
Mark Hamilton	Visual & Performing Arts
Lisa Harris	Education
Jennifer Jordan	Education
Will Kiblinger, Chair	Arts & Sciences
Jo Koster	Arts & Sciences
Willis Lewis	Business Administration
Ron Parks	Visual & Performing Arts
Frank Pullano	Arts & Sciences
Darren Ritzer	Arts & Sciences
Carol Shields	Education
Marilyn Smith	Business Administration
Gale Teaster-Woods	Library
Brad Tripp*	Arts & Sciences
Gina Jones, Secretary	Registrar

*absent

Guests present: Debra Boyd, Laura Glasscock, Tomoko Deguchi, Will Thacker, Ginger Williams, Lisa Johnson, Mark Dewalt, David Wohl, Linda Pickett, and Chris Ferguson

Dr. Kiblinger called the meeting to order at 2:03 PM.

I. Approval of minutes from the meeting of February 24, 2012 (approved electronically).

II. Remarks from the Chair Will Kiblinger

Dr. Kiblinger thanked everyone for their year of service, especially those who were finishing their tenure on the council: Keith Benson, Matt Fike, Mark Hamilton, Frank Pullano, Carol Shields, Gale-Teaster Woods, and Will Kiblinger.

Dr. Kiblinger introduced the new members: Laura Glasscock, Ginger Williams, Will Thacker, and Tomoko Deguchi. Two more positions will be filled by subsequent elections (one from Library Faculty Assembly and another from Faculty Conference). One further position will be filled through an appointment.

III. Remarks from the VPAA.....Debra Boyd

Dr. Boyd encouraged a look at Big South Undergraduate Research Symposium (BIG SURS) which is occurring on campus today.

She indicated that the search committee for the new president was announced at the Board of Trustees meeting.

Also, the Board of Trustees set 2.9 and 4.9% increases, respectively, for room and board, barely covering energy costs. There were also resolutions for Brien Lewis and the 10th anniversary of Winthrop's relationship with Nantong University.

Dr. Boyd stated that there will be a website set up for the presidential search. You can put in information for what you are looking for in a new president. This will be an all-consuming event for everyone. Please make time in your schedule to participate. She emphasized that this is incredibly important.

Dr. Boyd reflected back on the discussion from the previous AC meeting regarding inadvertent creep of major courses in the Gen Ed. The Academic Leadership Council (ALC) will be discussing this. She would like you to think about what you're really considering. Gen Ed hasn't really been assessed since it was put into place. She will be back in touch about next steps and what ALC has to say.

III. Committee Reports

A. Report from the Committee on University Curriculum......Jo Koster

Dr. Koster indicated that CUC had a lot of curriculum to look at.

There was discussion on the BS ECED. Dr. Pullano questioned the constitution and historical perspectives requirement. He was concerned that students would not take a history class. Dr. Boyd commented that she saw this program change as good progress and would hate to see it not go forward because of Gen Ed "creep."

Dr. Benson asked why PLSC 201 and ECON 103 were also included as they could meet constitution requirement. This had to do with the College of Education's first submission of not having enough Social Sciences.

Ms. Jones commented that many programs specify a course in Gen Ed because it meets their program's needs better.

Dr. Boyd asked if we would do better to think about reducing hours in the Gen Ed, but make sure programs don't specify courses, or at least limit it. How do we talk about our Gen Ed? It's more about competencies than the courses.

Dr. Byrd voiced concern over no electives, but did say that we should trust our colleagues.

Dr. Williams asked how this was going to impact students. She often encourages the MAT5. Dr. Johnson did not think Early Childhood would be impacted.

The following Program Changes (degree) were all approved by Academic Council. Those highlighted in yellow will go forward to Faculty Conference for approval:

Degree	Major	Conc.	College	Department	Action
BA	DANC		VPA	Theatre & Dance	MODIFY PROGRAM : Change Quantitative Methods requirement from MATH 105 or 150 to "See approved list"; Change Social Science requirement from 3 hours in GEOG 101, PSYC 101, ECON, PLSC, or SOCL to "See Approved List"; Change Humanities and Arts requirement by adding THRA 120 and require 3 additional credits from approved list
BA	DANC	CERT	VPA	Theatre & Dance	MODIFY PROGRAM: Change Quantitative Methods requirement from MATH 105 or 150 to "See approved list"; Change Social Science requirement from 3 hours in GEOG 101, PSYC 101, ECON, PLSC, or SOCL to "See Approved List"; Reduce number of total hours from 126 to 124. NB: CVPA has not yet voted on the new Education Core Courses so they are not reflected in this program.
BA	HIST	CSST	ASC	History	MODIFY PROGRAM : Remove ANTH 201 from list of required courses in the major and reduce number of credits required in area from 24 to 21; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, SCST 391, 392 (33 hours) to EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410, SCST 390, 391, 392 (36 hours);
BA	MLAN	CSFR	ASC	Modern Languages	MODIFY PROGRAM: Change Professional Education Sequence hours from 33 to 34 to include EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410, MLAN 390, 391, 392; Change number of General Elective range from 2-14 hours to 1-13 hours
BA	MLAN	CSSP	ASC	Modern Languages	MODIFY PROGRAM: Change Professional Education Sequence hours from 33 to 34 to include EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410, MLAN 390, 391, 392; Change number of General Elective range from 5-14 hours to 4-13 hours
BA	PLSC	CSST	ASC	Political Science	MODIFY PROGRAM : Remove ANTH 201 from list of required courses in the major and reduce credit range from 60-66 to 57-63 in the major requirements area; Removed PLSC 315 and add PLSC 515 to list of approved course options for Public Administration requirement; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, SCST 391, 392 (33 hours) to EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410, SCST 390, 391, 392 (36 hours)

<mark>BA</mark>	THRT	CERT	VPA	Theatre & Dance	MODIFY PROGRAM: Change Quantitative Skills Requirement from MATH 150 or MATH 105 to "See Approved List"; Change
					Global Perspective Requirement from "See Approved List" to THRT 210; Change Social Science Requirement from 3 hours in GEOG 101, PSYC 101, ECON, PLSC or SOCL to "See Approved List"; Reduce total number of electives from 4 to 2; Reduce total of number hours from 126 to 124. NB: CVPA has not yet voted on the new Education Core Courses so they are not reflected in this program.
BS	BIOL	CERT	ASC	Biology	MODIFY PROGRAM: Change Social Science Requirement by requiring EDUC 200 and reducing range from 6-9 to 3-9; Reduce General Education total hour range from 34-38 to 31-35; Change Math requirement in major from 6 hours in MATH 150, 105, 201 to 6 hours of MATH to include (a) either MATH 150 or MATH 141 and (b) a course that satisfies the quantitative reasoning requirement in the Touchstone program; Change the Professional Educational Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490 to EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410;Add SCIE 393 to list of required major courses; Increase total number of hours required for Professional Education Sequence from 33 to 34; Decrease the total number of hour range from 135-143 to 133-141
BA	IDVS		ASC	Interdisciplinary Studies	NEW DEGREE PROGRAM (see details in Curriculum Action System)
BS	MATH	CERT	ASC	Mathematics	MODIFY PROGRAM : Change Professional Education Sequence hours from 33 to 34 to include EDUC 101, 200, 201, 202, 203, 220, 305, 306, 350, 351, 401, 402, 410, MLAN 390, 391, 392; other small editorial changes to footnotes
Minor	FMCS	Family and Consumer Sciences		Counseling, Leadership & Educational Studies	NEW MINOR. 19 credit hours as follows: FACS 101, FACS 211, FACS 350, FACS 401 OR FACS 502, FACS 501, NUTR 221, SOCL 305
MINOR	HUMA	Humanities		Interdisciplinary Studies	New Minor. 18 hours from at least 3 designators, at least 6 hrs above 299, from AAMS 300, MDST 300, PEAC 200, WMST 300; ARTH courses except ARTH 340, 451, and 454; ARTT 298 & 395; THRT 210, 212, 298, 312, 385, and 386 ; DANT 298, 385, 386; MUST 298; FREN 301, 302, 401, 402; GERM 301, 401; SPAN 301, 302, 401, 402, 504, 506, 507, 521, 595; ENGL – all courses numbered 200 and above except 303 and 530; PHIL – all courses except 220, 225, and 371 (should be 370); HIST – all; RELG – all. Courses counting toward the major(s) may not be counted toward the humanities minor except if the major is FREN, GERM, or SPAN. In these cases, students may count no more than 3 credit hours of appropriate coursework with the designator of their major within their minor. If any of the applicable courses are cross-listed under more than one designator, the course may count toward the minor under any of those designators.

*BS	ECED	EDU	Curriculum &	MODIFY PROGRAM: Change Technology Requirement from
			Instruction	EDUC 275 to EDCO 305; Change Oral Communication
				Requirement from ECED 391 to ECED 352; Change Global
				Perspectives Requirement from GEOG 101 to EDCI 210;
				Change Historical Perspectives Requirement from HIST 211,
				212, or 308 to HIST 211 or EDUC 312; Change Social
				Sciences Requirement from SOCL 101 or 201 or ANTH 201 to
				GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change
				Humanities and Arts Requirement from ARTE 547, MUST 315
				and ENGL Literature to VPAS 320 and READ 290; Change
				Intensive Writing Requirement from READ 322 to READ 290;
				Change Constitution Requirement from PLSC 201 or ECON
				103 to HIST 211 or EDUC 312; Change Professional Education
				Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490,
				ECED 109, 332, 333, 391, 392, 432, EDCI 331, 336, PHED 203, READ 321, 322, 461 510 to EDUC 101, EDCO 201, 203,
				EDUC 220, EDCO 305, 306, 350, 351, 401, 402, 410, EDCI
				215 (changed from 3.0 hours to 2.0 hours), 400, 450, ECED
				200, 295, 350, 351, 352, 353 , 420, ELEM 360, 361, 362, 363 ,
				HLTH 403, MATH 393, PHED 203, READ 150, 250, 370, 380,
				415, SPED 510; Reduce the number of Electives from 6 to 0;
				Increase total number of hours from 124 to 126
*BS	ELEM	EDU	Curriculum &	MODIFY PROGRAM: Change Technology Requirement from
*BS	ELEM	EDU	Curriculum & Instruction	EDUC 275 to EDCO 305; Change Oral Communication
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210;
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211,
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101,
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR
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*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303,
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303, MATH 393, PHED 261, READ 321, 322, 461,510, 571, DCED
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*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303, MATH 393, PHED 261, READ 321, 322, 461,510, 571, DCED 351, THED 351 to EDUC 101, EDCO 201, 202, 203, EDUC 220, EDCO 305, 306, 350, 351, EDUC 401, 402, 410, EDCI
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303, MATH 393, PHED 261, READ 321, 322, 461,510, 571, DCED 351, THED 351 to EDUC 101, EDCO 201, 202, 203, EDUC 220, EDCO 305, 306, 350, 351, EDUC 401, 402, 410, EDCI 400, 450, ELEM 293, 360, 361, 362, 363 , 420, ECED 300,
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303, MATH 393, PHED 261, READ 321, 322, 461,510, 571, DCED 351, THED 351 to EDUC 101, EDCO 201, 202, 203, EDUC 220, EDCO 305, 306, 350, 351, EDUC 401, 402, 410, EDCI 400, 450, ELEM 293, 360, 361, 362, 363 , 420, ECED 300, EDCI 305 or 315, ECED 350, 351, 352, 353 , HLTH 303, MATH
*BS	ELEM	EDU		EDUC 275 to EDCO 305; Change Oral Communication Requirement from ELEM 391 to ECED 352; Change Global Perspectives Requirement from GEOG 101 to EDCI 210; Change Historical Perspective Requirement from HIST 211, 212, or 308 to HIST 211 or EDUC 312; Change Social Science Requirement from SOCL 201 & ANTH 201 to GEOG 101, PLSC 201 or ECON 103, and EDUC 200; Change Humanities and Arts Requirement from ARTE 547, MUST 315 and ENGL Literature to VPAS 320 and READ 290; Remove GEOL 210 or GEOL 220, or PHYS 253 or BIOL 101 or BIOL 106 or NUTR 221 from Natural Science Requirement; Change Constitution Requirement from PLSC 201 or ECON 103 to HIST 211 or EDUC 312; Change Professional Education Sequence from EDUC 110, 210, 250, 275, 310, 390, 475, 490, ELEM 293 (changed from 3.0 hours to 2.0 hours), 341, 436, HLTH 303, MATH 393, PHED 261, READ 321, 322, 461,510, 571, DCED 351, THED 351 to EDUC 101, EDCO 201, 202, 203, EDUC 220, EDCO 305, 306, 350, 351, EDUC 401, 402, 410, EDCI 400, 450, ELEM 293, 360, 361, 362, 363 , 420, ECED 300,

Dr. Koster thanked all CUC members for their hard work.

B. Report from the General Education Committee......John Bird

Dr. Byrd submitted the following courses for first certification approval:

Global: ENGL221X Historical: MDST 300 Technology: WRIT 502

All courses were approved by the council.

Dr. Byrd indicated that the certification forms have been revised and are on the website. He reminded the council of the recertification schedule. 100-level courses start next year. There was no further discussion.

V. Unfinished business

Regarding the Prioritization survey results, Dr. Kiblinger said they are nearly inconclusive. Gen Ed got the most votes with 6; curriculum and class scheduling were next with 4 each. He asked for any discussion. Dr. Smith asked if there would be a run-off of the survey (to pick the top priority)?

Dr. Boyd said this would provide more clarity. Conversations have already been had about Gen Ed. The others are a mix, but it would help with the second and third priority to do the survey again.

Dr. Harris asked if tracking students could be added to the list as it was a runner-up.

VI. New business

A. BS in FMCS

The BS in Family and Consumer Sciences was rejected by CUC because a course was not identified. There was a motion to revisit the changes. Dr. Dewalt asked the Council for forgiveness. As a new chair of a new department, it was his charge to bring everyone together. Sue Reichelt put together the program and he gave her OK to not name the course. SPED 561, Children with Learning Disabilities, is being proposed as an appropriate substitute.

Dr. Byrd asked if there could be a substitution after the course was developed? This seems like a good fix.

Dr. Pullano asked if CUC go over the program changes otherwise? Dr. Koster replied that everything else was fine, just this course.

The motion to vote on the program changes was accepted.

The changes were approved.

The old committee members were excused. Dr. Kiblinger thanked them for their service.

B. Election of new chair

Dr. Kiblinger reminded the council that the new chair had to have served on the council for at least one year.

He asked for nominations?

Dr. Koster nominated Dr. John Byrd.

There were no other nominations. Dr. Byrd was unanimously approved.

VI. Announcements--none

The meeting was adjourned at 3:21 PM.

Respectfully submitted,

Gina Jones, Secretary