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| **Voting members 2018-2019:** | | Yanhong Wang (Library) | present |
| Karen Adams (CSME) | present | Yuying Xie (ECON) |  |
| Kurtis Adams (MUSC) |  | vacant (FACS) |  |
| Jacquelyn Cole (CHEM) | present |  |  |
| Ruth Conley (BIOL)  Larry Daily (PSYC) | presentpresent | **Non-voting ex officio members 2018-2019:** | |
| Momodou Darboe (SOCI) | present | Allison Lott (Student Representative) |  |
| David Gordon (HIST) | present | Michael Mastrianni (Student Representative) |  |
| Karen Green (SOWK) | present | Tracy Seffers (Registrar) |  |
| Brad Hamann (CAT) | present | Laura Renninger (Assessment Task Force Chair) |  |
| Rhonda Hovatter (HPERS) | present | Julia Franks (Director of Student Success) |  |
| Monica Larson (MCOM) | present | Tom Segar (acting Multicult. Student Aff. Dir.) |  |
| Barbara Mott (NURS) |  | Jennifer Flora (Director of Student Engagement) |  |
| Sytil Murphy (IEPS) |  | Emily Gross (Academic Support Center Director) |  |
| Tim Nixon (EML) | present | Heidi Hanrahan (C&I Chair) |  |
| Jenny Penland (EDUC) |  | Shannon Holliday (FYEX Director) |  |
| Janine Scott (BADM) |  |  |  |
| Stephanie Slocum-Shaffer (PSCI) | present | **Chair:** |  |
| Cindy Vance (ACCT) | present | Chris Lovelace | present |
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A quorum being present, Chair Lovelace called the meeting to order at 4:11 pm:

1. The Chair reminded members to ensure that any proposal coming from their departments include the catalog description as part of the packet as this is what goes to the registrar for inclusion in the catalog.
2. Minutes from the meeting of 1/16/2019 were approved as distributed.
3. Reports
   1. C&I (Heidi Hanrahan) – no report.
   2. Assessment subcommittee (Laura Renninger) – no report.
   3. Course substitution subcommittee (Karen Green) – Rhonda Hovatter will take the place of Dawn Burke on the subcommittee.
4. Unfinished business
   1. A motion was made by Tim Nixon to postpone the discussion of Writing in the Major classes offered in senior year to the March meeting.
5. First readings
   1. MATH – A motion was made by Larry Daily to waive the second reading for the small changes to MATH 101, MATH 101A, and MATH 101B. The motion was seconded and passed with 13 votes in favor and no opposing votes. A motion was then made by Larry Daily to accept the changes to MATH 101, MATH 101A, and MATH 101B. The motion was seconded and passed with 13 votes in favor and no opposing votes.
   2. APST – A first reading was held on the addition of APST 256 as a Tier II Social Sciences option. The Lifelong Learning designation needs to be checked and a Lifelong Learning justification must be added to the proposal. It was also recommended that a new catalog description be included with the revised proposal that would more clearly indicate that the course is appropriate as a social science option rather than a humanities option.

A first reading was held on the addition of APST 343 as a Tier II Arts option. The Lifelong Learning designation needs to be checked and a Lifelong Learning justification must be added to the proposal.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted by Stephanie A. Slocum-Schaffer, PhD