Meeting called to order: 12:30 pm

Old Business:
1. Approve Minutes of Nov. 2, 2023 meeting
   - One correction: Add “Secondary Ed Option” to #2 Biology Program Change
   - Motion to Approve with correction (Hrozencik/Montague): Approved 13-0-1

New Business:
1. Biology – Course Change
   - BIOL 1150 course suspension
     - Presented by Kevin Swier
     - Course hasn’t been taught for over 10 years
     - Suspend course rather than delete, keep course on file in case it is offered again in future
     - Motion to approve (Peters/Delgado): Approved 12-0-1

2. Art & Design - Course Changes
   - Increase course fees for all department studio courses
     - Presented by John Smith
     - Studio Art & Design course fees have not been increased in over 10 years
     - Increase all studio course course fees $20 to cover increases in material, supply, maintenance, shipping
     - Provost office approval for one course change proposal for all courses
     - Question, whether this is curriculum issue? Yes, because change in Catalog.
     - It will also be reviewed by Tuition/Fees committee
     - Motion to approve (Ayyash/Swier): Approved 15-0-1
3. **CPE Chemistry – Course Changes**  
   **Course deletions**: CHEM 4365, 2650, 2500, 1560, 1550, 4302, 3010  
   Presented by Andrea Van Duzor  
   Courses no longer offered. Content now taught in new courses.  
   
   **Motion to approve** (Hrozencik/Koseli): **Approved 14-0-0**

4. **CPE Chemistry – Course Changes**  
   **Course deletions**: CHEM 1300, 1301  
   Presented by Andrea Van Duzor  
   Courses no longer offered, have not been offered in over 12 years  
   
   **Motion to approve** (Hrozencik/Peters): **Approved 14-0-0**

5. **CPE Chemistry – Course Changes**  
   **Course deletion**: CHEM 3241  
   Presented by Andrea Van Duzor  
   Courses no longer offered. Content replaced by CHEM 3240  
   
   **Motion to approve** (Delgado-Norris/Hrozencik): **Approved 13-0-0**

6. **CPE Chemistry – Course Changes**  
   **Course deletion**: CHEM 4260  
   Presented by Andrea Van Duzor  
   Courses no longer offered. Content now taught in other advanced courses  
   
   **Motion to approve** (Montague/Hrozencik): **Approved 13-0-0**

7. **CPE Physics – Program Change**  
   **Delete Physical Science Minor**  
   Presented by Archie Peters  
   No students enroll in this minor for over 15 years  
   
   **Motion to approve** (Hrozencik/Swier): **Approved 13-0-0**

8. **CPE Physics – Course Change**  
   **Delete PHYS 4010, 4020, 4500**  
   Presented by Archie Peters  
   Courses haven’t been offered in over 10 years  
   
   **Motion to approve** (Swier/Hrozencik): **Approved 14-0-0**
9. **CPE Physics – Course Change**  
Delete PHYS 3300, 4550, 4860  
Presented by Archie Peters  
3300 courses not offered in over 20 years. Other courses lab content now taught in other courses  

**Motion to approve** (Montague/Hrozencik): **Approved 14-0-0**

10. **CPE Physics – Course Change – Reduce contact hours PHYS 2330**  

**Motion to approve** (Hrozencik/Montague): **Approved 14-0-0**

11. **CPE Physics – Course Change – Reduce contact hours PHYS 1510, 1520, 2220**  

**EDIT:** PHYS 1510 has a course fee, need to check “course fee” box on Course Change Form  

**Motion to approve with edit** (Swier/Koseli): **Approved 13-0-0**

12. **CPE Physics – Course Change**  
Delete PHYS 1000, 1020, 1600, 2250  
Content for these old courses is now taught in other courses  

**Motion to approve** (Montague/ Swier): **Approved 13-0-0**

**Discussion:**  
- If a program or course proposal has been initiated in Adobe Sign by the Department Chair, check progress to make sure it has been forwarded to Natalie so it can be on the CAS Curriculum agenda.  
- Deadlines for Undergrad and Graduate curriculum actions for inclusion in Fall 2024 catalog are in the Curriculum Action Handbook. Dean’s signature must be obtained by:  
  - Program Changes: 1st Friday of Spring Semester  
  - Course changes/additions: 2nd Friday of February  
  - Course deletions: 2nd Friday of March  
  - Course number changes only: 2nd Friday of April

**Next Meeting Scheduled:** Thursday, Feb. 1, 2024, 12:30 via Zoom  
**Submission Deadline for Next Meeting:** Monday, Jan. 29, 2024  
**Meeting Adjourned:** 1:43pm  
**Meeting Recorder:** John Smith