CHSS Curriculum Committee Meeting Minutes 8/9/13

Attendees: Charity Butcher (Political Science & International Affairs); Chris Palmer (English); Bert Way (History & Philosophy); Sarasij Majumder (Geography & Anthropology); Gail Markle (Sociology & Criminal Justice); Neysa Figueroa (Interdisciplinary Studies); Jaime Cruz-Ortiz (Foreign Languages); Nicole Martin (Psychology); Carolyn Carlson (Communication)

1. Meeting Called to Order.
2. Election of Committee Chair
	* The committee selected Charity Butcher as Chair for the 2013-2014 Academic Year.
3. Discussion of Meeting Schedule (Fall and Spring)
	* The committee approved the tentative schedule for Fall 2013 and Spring 2014.
	* Brett Fielder will post approved schedule for minute taking to the website.
4. Review of Proposal Submission Process
	* The committee voted to combine the Proposal & Syllabus into one document for submission.
	* Brett Fielder will post amended Procedures section to the website.
	* Dr. Léger reminded the committee to submit all documents as word documents instead of PDFs.
5. Review of Color Coding Document
	* Brett Fielder will post color coding instructions to website.
6. Minutes Schedule
	* The committee members signed up to take minutes for the meetings.
	* Kaleigh Kendrick will e-mail the list to the Chair and post to the website.
7. Miscellaneous
	* Dr. Daniel Rogers will serve as the third representative for Psychology.
	* Kaleigh Kendrick will add his name to the e-mail list.
	* Brett Fielder will add his name to the website roster.

Minutes submitted by Kaleigh Kendrick