Agenda

1. Committee kickoff and meeting details
   a. We will keep this meeting time (1:00 on Fridays) but will try to reserve 2004.
   b. Not planning to meet more than once a month

2. Catalog cleanup
   a. Identify dormant courses for removal
      i. Cris will send out a list of dormant courses for committee members to
         review with their CDC’s
      ii. Determine why they are no longer being offered
          1. Is no one requesting to teach them?
          2. Have the faculty that used to teach them left?
      iii. Graduate courses will be sent to the DOGE
   b. Incorporation of X courses
      i. Experimental courses will also be broken up by CDC for review
      ii. CDC will determine if they should be officially added to the catalog
          1. Experimental courses can be offered up to 3 times before review
             the college curriculum committee(s) must review it to be added to
             the catalog.
   c. Energy Systems Minor changes
      i. ME 433 – Alternative Energy, OR EE 351 – Analysis of Energy Systems,
         will now be accepted for the required energy class.
         1. Therefore the courses accepted for the Energy Systems minor as
            required courses are:
            a. Econ 380
            b. EE 351 OR ME 433
      ii. ME 433 will be removed from the possible electives (students cannot take
          both EE 351 and ME 433 for the energy systems minor).

3. Laboratory makeup policy and credit deficiencies
   a. Discussion regarding adding a new section of 490 (490L) for lab makeups
      i. This will only be offered as an option for students that need to make up a
         lab due to study abroad or other similar cases
      ii. Will not be offered to all students

4. Course add policies
   a. First week of classes: Instructors should first talk with a student’s advisor before
      signing an add/drop slip
   b. After the first week of classes: Instructors can sign an add/drop slip if they feel
      comfortable doing so

5. Open Discussion
   a. Prerequisites
      i. If a student hasn’t taken the prerequisites they need to talk to their adviser
         about registering for a course
      ii. Cris will work on a more formalized prerequisite waiver form
   b. Additional discussion about requesting room changes
i. Requests for room changes should be made through Kristin Clemens