

UNDERGRADUATE CURRICULUM COMMITTEE MINUTES

Date: November 30, 2011

Present:	Tom Dell	John Hoover
	Mark Jacobson	Brian Gurney
	Ying Wang	Cheryl Young-Pelton
	Cindy Dell	Richard Pierce
	Mick Ender	Becky Lyons (ex-officio)
	Rita Kratky (ex-officio)	

Absent: Carl Castles – *excused*



The meeting was called to order at 4:00 p.m. in the Chancellor's Conference Room.

The September 28 meeting minutes were accepted as presented.

I. ITEMS – FIRST READING

Item 24 ACTG 435 Volunteer Income Tax Assistance (VITA). Remove prerequisites.

- Motion by Brian Gurney, seconded by Rich Pierce to **approve Item 24 on first reading.**

- Motion carried.

- Motion by Rich Pierce, seconded by Cheryl Young-Pelton to **waive second reading of Item 24.**

- Motion carried.

Item 25 AAS in Administrative Assistant. Modification to an existing program.

- Motion by Mark Jacobson, seconded by Tom Dell to **approve Item 25 on first reading.**

It was noted that several of the ITS courses were changed last year, and this program needed to reflect one of those changes.

- Motion carried.

- Motion by Rich Pierce, seconded by John Hoover to **waive second reading of Item 25.**

- Motion carried.

The meeting adjourned at 4:05 p.m.

rjrm