

Faculty Assembly Meeting
MINUTES
August 16th, 2019
12:30 PM
GSSTC 200

MEETING CALLED BY:	Professor John Zimmerman, Faculty Assembly President
MINUTES TAKEN BY:	Keri Stevenson, Faculty Assembly Secretary
FACULTY ATTENDEES:	Antoinette Abeyta, Shawnadine Becenti, John Burke, Chris Chavez, Neysa Cox, Sonya Damon, Tara DeYoung, Christopher Dyer, Robert Encinio, Sabrina Ezzell, Jim Fisk, Lewis Gambill, Bruce Gjeltema, Peter Handeland, Yi-Wen Huang, Ann Jarvis, Thomas Kaus, Joe Kee, Jr., Floyd Kezele, Carolyn Kuchera, Carmela Lanza, L. D. Lovett, Jonathan Lumibao, Elvira Martin, Aretha Matt, Matt Mingus, Byron Moore, Arunachalam Muthaiyen, Vickie Olson, Smita Rashid, Kelley Schukar, Kamala Sharma, Kristian Simcox, Cecilia Stafford, Keri Stevenson, Rachael Stewart, Kristi Wilson, Gayle Woodcock, and John Zimmerman.
GUESTS:	Rob Hunter

ACTION APPROVAL OF AGENDA PROFESSOR JOHN ZIMMERMAN

DISCUSSION	
I move to approve the agenda.	
Motion: Floyd Kezele	
Seconded: Yes	
Discussion: None	
Voice Vote: Unanimous	
Motion Carried: Yes	

ACTION APPROVAL OF MINUTES PROFESSOR JOHN ZIMMERMAN

DISCUSSION	
I move to approve the minutes from the April 12th, 2019 UNMG Faculty Assembly meeting.	
Motion: Matt Mingus	
Seconded: Yes	
Discussion: None	
Voice Vote: Unanimous	
Motion Carried: Yes	

INFORMATION FACULTY ASSEMBLY PROFESSOR JOHN ZIMMERMAN
PRESIDENT'S REPORT

Faculty Assembly President Professor John Zimmerman reported on the following:	

Professor Zimmerman announced that the Operations Committee had trimmed the time of the reports given at the beginning of Faculty Assembly meetings, including the President's. He stated that the action of the meetings that positively affects student experience should be the majority of our meetings, rather than the reports.

Professor Zimmerman then welcomed the faculty back to campus. He hoped to have most Faculty Assembly meetings during this academic year finished by two-o'clock, although we can go beyond that time in discussion of important matters.

Professor Zimmerman discussed the work of the Operations Committee with committee rosters. They took account of the committee preference forms faculty had filled out, and worked at assigning people to the ones they wanted. Professor Zimmerman asked chairs to update the information if the rosters as they stand now are not correct. These rosters are not final. We will want some committees to have greater balance by gender, race, and division. They will need work, and the Ops Committee will help with any questions chairs have.

One faculty member then asked what action they should take if they had not turned in the form. Professor Zimmerman said they could e-mail him with their committee preferences.

The Adjunct Task Force will continue under Dr. Kristian Simcox for the next year. The Assembly will discuss whether to make this a permanent standing committee in the future. Professor Zimmerman explained his intention that the committee will help with the responsibility of full-time faculty to protect and support temporary part-time faculty.

The Ops Committee met with the executive leadership team this morning, and will also do so in the future to talk about issues the Assembly brings them. Today the main concern was institutional support for faculty-earned grant funding. They wish to see the administration help faculty deal with the bureaucracy. Professor Zimmerman thinks there was progress. The leadership team has requested that faculty talk to their division chairs before they begin to write a grant. The chair will let the Dean know, and the Dean will tell the leadership team. They would prefer that faculty not write the grant first and then only discover important factors that need addressing after the approval of funding. The Dean will also speak to the division chairs about grant-writing training.

Professor Zimmerman then made two announcements. First, Dr. Antoinette Abeyta has accepted the position of parliamentarian on the Ops Committee. Today's meeting would remain informal, but we will be more formal in the future, with Dr. Abeyta keeping track of the time that speakers and reports take.

The second announcement concerned adjunct representatives. These are currently Professor Peter Handeland, Mr. Tim Knowles (who was not present at the meeting), and Professor Tara DeYoung. The Assembly will require one more adjunct representative, and will spread the word that adjuncts are welcome in meetings and valued partners to full-time faculty. We will discuss adjunct voting faculty rights in the future.

Professor Zimmerman then opened the floor for questions. The first concerned how much money main campus takes out of a branch faculty member's grant. The answer centered on the fact that main campus does not claim the money, but that overhead/support amounting to 52.5% of the grant went to the UNM-Gallup campus. Main campus sometimes uses money left over from support of a grant as seed money for future grants.

No more faculty had questions, so Professor Zimmerman turned the floor over to Dr. James Malm, the Chancellor of UNM-Gallup.

INFORMATION

CHANCELLOR'S REPORT

DR. JAMES MALM

Dr. Malm welcomed faculty back to the Assembly. He noted that this was the best-attended meeting in the last two years since he had been at UNM-Gallup, and was part of the reason he was feeling hopeful and enthusiastic for the year. He referenced his opening remarks at the Monday morning meeting and encouraged faculty to attend the garden party being held at his house in the afternoon.

Dr. Malm also reiterated his three goals for the campus: financial soundness, student success, and campus climate. CFO Robert Griego has readied the Period 1 reports for the local officials at the advisory board meeting this Tuesday, and our financial statements and position are strong. Student success, as measured by enrollment, is up 12% from the same time last year. This represents hundreds of new students. Dr. Malm also reaffirmed his commitment to campus climate, to mutual respect and collegiality as a branch and as a university.

No concerns or questions arose from the Assembly, so Professor Zimmerman turned the floor over to Dr. Daniel Primozic, Dean of Instruction for UNM-Gallup.

INFORMATION

DEAN OF INSTRUCTION'S REPORT

DEAN DR. DANIEL PRIMOZIC

Dean Primozic also welcomed the faculty back to campus. He said his first year as Dean of Instruction at UNM-Gallup has been a good one. He plans to visit faculty in their offices this year, a project delayed last year partially because of the HLC visit.

He recommended that faculty read the HLC report. It is as good as any report he had ever seen, and no blemishes on the campus were noted. Dean Primozic said it was possible that the HLC might return to UNM-Gallup before ten years are up, but not for a scheduled accreditation visit. He also recommended that all those working on campus use the ten years wisely and maintain the good shape we have been in for the next visit. He then opened the floor for questions.

One faculty member passed on a student's question about the timeline for developing a Bachelor's degree in Education. The Dean replied that they had no official timeline yet, but are currently working on it. He has been working with Professor Ezzell to answer questions about how the main campus's curriculum aligns with ours. Information will be coming out in the future, and Dean Primozic will make the timeline public when he knows more about it. He is pleased with the contact with main campus; the Family Studies program has also been in contact with Dr. Lewis Gambill, and the Provost is aware of the situation.

No other faculty members had questions, so the Dean of Instruction finished his report, and Professor Zimmerman turned over the floor to Jayme McMahon, Director of Student Services.

INFORMATION

DIRECTOR OF STUDENT SERVICES' REPORT

DIRECTOR JAYME MCMAHON

Director McMahon welcomed the faculty back to campus and updated them on some of the activities of Student Services over the summer. These included successes with the Summer Bridge program and the Upward Bound program, which has been especially active.

Student Services has also been busy with arranging travel. The Upward Bound students went to San Diego for two weeks and participated in college tours and educational activities. There were also visits to Fort Lewis and to main campus.

Director McMahon spoke about Student Services' goal of restructuring. They plan to start with admissions and recruitment. This will be accompanied by staffing changes. They will also be trying to achieve more and more effective engagement with students, and track them better. This is an ongoing process that will improve both their efficiency and helpfulness.

Student Services will also be working with Financial Aid, starting with scholarships, and the process of running endowment scholarships. They will try to increase student access to such scholarships. Online submissions are becoming available with Carmen Wellborn's help, and they hope this will increase the number of applicants. They have also received funding from Wells Fargo Bank for financial literacy courses. They gave extra money as well as allowing money to be kept from previous funding they had given to the campus that was not spent.

Director McMahon then made a deadline announcement; today, August 16th, is the admissions deadline for students who are already in the system, even if they currently have incomplete applications. If they are not in the system, Student Services will not be accepting any new applications except for second-eight-week courses. Director McMahon reminded faculty that students can register for the first two weeks and add and drop classes without permission. She therefore asked faculty to study waitlists and class rosters to be sure of who was actually registered for the classes they were teaching. After the second week of classes, students will need instructor and chair permission to register for courses they are not already enrolled in. This is the week before census, so Director McMahon especially urged caution in adding students and making sure that students who had never appeared in class were removed from rosters. Any enrollment adjustments after the third week can be detrimental to students who have never been in the class before this, so faculty should use caution when allowing students in. In fact, Director McMahon stressed that students should not try to enroll in a brand-new class after the third week; this is for students who are attending but not registered.

The Student Services office is also working to certify and count summer graduates; the final numbers will be out soon. They may also be reaching out to faculty to talk to them about sitting on search committees for staffing positions. Finally, Director McMahon reminded faculty of the recommended syllabus language she had sent out the day before and asked for faculty to talk about clarification of any student concerns.

One faculty member asked about when the next advisement meeting was, so that faculty who had concerns to bring to the advisors might attend it. Director McMahon replied that the next meeting is on Wednesday two weeks from now, in SSTC 270, at 9 AM. Faculty would be welcome to discuss program changes and student issues with the advisement processes.

The next question was about issues with the German textbook. Director McMahon said that the textbook discussion will probably need to happen with the chair first and then the Dean, but she can give some input from the student end and about purchasing.

This was the last question, so Professor Zimmerman thanked Director McMahon for her report and turned the floor over to UNM-Gallup CFO Robert Griego.

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INFORMATION	CFO'S REPORT	MR. ROBERT GRIEGO
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<p>CFO Robert Griego also welcomed the faculty and reported that they had rolled over half a million dollars into the reserves. He was also pleased with most of the index managers for keeping track of their budgets well. They have rolled old construction money over from main campus to be used for new computers in the labs. These new computers include software that will keep track of how many people are using them and what for, to preserve data that will help with institutional research.</p> <p>Currently, the CFO stated, this year's budget is around half a million dollars more than last year. Part of that is the 4% raises for all employees; some of it is for the African-American art museum that will be placed on campus. This will include a full-time salary for a staff position, the museum curator.</p> <p>We have also received another \$200,000 for workforce development. A new faculty member will be hired to help with future training in this area. Mr. Griego also anticipates the construction of a new plant building starting, and the bulldozers and fences associated with it. We are currently arguing the need for a new CTE building; the local school districts are helping with the support for this project.</p> <p>Mr. Griego concluded his report by announcing that he will work with the Budget Review Committee to clarify and streamline the budget process. This means the process will need to start early, probably next month. He then opened the floor for questions.</p> <p>One faculty member asked about the location of the new physical plant. Mr. Griego replied that it would occupy the corner of Peggy Ann and Gurley. The new CTE building will be behind this.</p> <p>The librarians then commented on the closing out of the renovation in the library. There is a new handler for the air conditioning system currently being installed, which may result in noise and heat in the library. The computer lab may close early if the heat gets bad enough, which would affect the computers in the lab area.</p> <p>Mr. Griego then concluded his report and returned to his seat. Professor Zimmerman announced that the leadership team may not come to every Assembly meeting in the future, but be invited to certain key ones. The Ops Committee will discuss this in more detail.</p>	

ACTION ITEM	CURRICULA COMMITTEE	DR. CAROLYN KUCHERA
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<p>Dr. Carolyn Kuchera announced that the Curricula Committee had been very busy, and that they had several forms of different kinds to approve. The first of these were Form A's.</p> <p>I move to approve the five Form A's as a block.</p> <p>Motion: Carolyn Kuchera Seconded: Yes Discussion: Various members of the Assembly clarified that this motion was for the decision to consider the Form A's as a block, rather than a decision to actually pass the forms. Voice Vote: Unanimous</p>	

Motion Carried: Yes

Dr. Kuchera than explained that Form A's make a minor change to an existing course. Four of these were from the Auto Tech program and had to do with the same change: the total credits required going down from six to four, given that the program total had dropped from 75 credits to 64. The last form establishes an internship in Human Services, one that deals specifically with addictions counseling and treatment.

I move to approve these forms.

Motion: Floyd Kezele

Seconded: Yes

Discussion: None

Voice Vote: Unanimous

Motion Carried: Yes

I move to approve the Form B's as a block.

Motion: Carolyn Kuchera

Seconded: Yes

Discussion: None

Voice Vote: Unanimous

Motion Carried: Yes

The Form B's, Dr. Kuchera explained, are both from Human Services, each adding a new course: Alcohol Drug Abuse Counseling and Substance Abuse in Families.

I move to approve the Form B's.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimous

Motion Carried: Yes

I move to approve these eight Form C's as a block.

Motion: Matt Mingus

Seconded: Yes

Discussion: None

Voice Vote: Unanimous

Motion Carried: Yes

The Form C's were related to program review and gen ed core requirement changes, in Dr. Kuchera's summary. The core has been reduced from 39 gen ed credits to 31. The forms are related to Construction Tech, Criminal Justice-Corrections, Criminal Justice-Law Enforcement, Emergency Medical Services, Human Services concentrations in substance abuse and child and family services, and the Human Services certificate. The eighth Form C is the certificate in IT. The deletion of the certificate in IT has happened because of a lack of enrollment and appropriate campus technology.

I move to approve the Form C's.

Motion: Matt Mingus
Seconded: Yes
Discussion: None
Voice Vote: Unanimous
Motion Carried: Yes

Dr. Kuchera then brought up the new Topics Courses policy that was recommended by the Curricula Committee (see attached form). If the course is offered three times, it needs approval once, the first time it is taught, before requiring approval again. Dr. Kuchera noted that the courses are often offered without approval. This new policy will require that anyone who does not complete the approval process will be fined by their division. Dr. Kuchera and the committee hope that money from these fines will be transferred to the Faculty Professional Development Committee.

I move to approve the policy for Special Topics Courses.

Motion: Floyd Kezele
Seconded: Yes
Discussion: The approval of a new form that changes the numbering of topics courses was also mentioned. The new Topics Courses policy, the Curricula Committee believed, will help remind the whole institution that the faculty have a prerogative to approve changes to the curriculum.

Assembly members asked a few questions, the first being whether we have a way to enforce the new policy. The answer was that the Dean would have to approve it, but after that, it will be in effect. The second question was about the procedure to add a Topics Course. The Curricula Committee replied that they would need to see the appropriate paperwork for the course the semester before it was offered, and that the division chairs as well as the website have the proper paperwork.

Voice Vote: Unanimous
Motion Carried: Yes

ACTION ITEM	ELECTION OF UNM-G SENATOR TO ALBUQUERQUE	PROFESSOR JOHN ZIMMERMAN
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The Faculty Assembly needed to elect a new Senator to Albuquerque as Dr. Kamala Sharma had to step down when she became head of the Math and Physical and Natural Sciences Division.

I move to elect by acclamation Dr. Shirley Heying to be our representative to Albuquerque.

Motion: Cecilia Stafford
Seconded: Yes
Discussion: One Assembly member wanted to make sure that Dr. Heying had volunteered for the position. Professor Zimmerman replied that she had, and since she lives in Albuquerque, we can save the travel money and perhaps spend it on an event such as a pizza party.
Voice Vote: Unanimous
Motion Carried: Yes

INFORMATION	COMMITTEE REPORTS	COMMITTEE CHAIRS
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DISCUSSION		
President Zimmerman asked for committee reports:		

UNM-Gallup Senator to Albuquerque: The report was given by Dr. John Burke, with support from Dr. Tracy Lassiter. The new Faculty Senate President is Finnie Coleman, who has requested to visit the UNM-Gallup campus. He plans to attend an Assembly meeting at some point in the future.

Dr. Burke also reported that Faculty Senators were handed pieces of paper to record their vote on every specific item; Senators had to sign in and turn in the record of every item they voted on. This is a new occurrence, and there wasn't much discussion, perhaps as a result. The source of the innovation is unknown.

The Faculty Senate also voted to award posthumous degrees to several students. Dr. Burke and Dr. Lassiter noted the presence of extensive information on students who received posthumous degrees. In contrast, they had little information about Chantell Howard, the student recommended for a posthumous degree by the UNM-Gallup Faculty Assembly, to present to Faculty Senate. If we recommend a posthumous degree in the future, they would like more information about the student.

Dr. Burke and Dr. Lassiter concluded their report with a mention of a special survey that has been sent out to Faculty Senate representatives about important issues. It is possible that Dr. Kamala Sharma might have received this as she would still have been considered a Senate representative when it went out.

Budget Review Committee: Dr. Bruce Gjeltema gave the report. He explained that currently, the budget has requests from faculty go through chairs and then to the Dean, but we do not see the priorities that go into the budget. The previous rapid timeline did not allow time for reactions or allow us as faculty to have a voice. This semester the Budget Review Committee will collect input from faculty about staffing or equipment needs, or program priorities. The committee will report to the faculty on what the leadership team says about the budget process. In late October or early November, the committee will formally gather budget information from the faculty. They will put together a report that will impact the process, and inform the administration of faculty priorities.

Teaching Excellence Committee: There was no report given as the chair was not present. Professor Robert Encinio said that this committee has not yet met this year.

Constitution and By-laws Committee: This committee had no report and probably would not unless business is pending, a member of the committee said.

CARC: Professor Tom Kaus, chair of the committee, gave the report. They had held a workshop with Julie Sanchez from Albuquerque. This workshop covered some important upcoming changes to the assessment process. There are two types: gen ed class assessment and those due for areas VI and VII on the three-year rotation. Professor Kaus mentioned the October deadline for these reports. There are also program assessments due in October. The division chairs attended the workshop to keep up with and be informed of the processes as well.

Professor Kaus stressed that the biggest changes are for the gen ed core classes. He will meet with the Albuquerque office next week, and will hold back on reporting about the changes until after that meeting. He did say that division chairs are aware of the changes and can inform any faculty who are concerned.

Faculty Committee on Student Affairs: Dr. Bruce Gjeltema, the chair, reported no new business, and said that reports would be rare as their cases are rare.

Curricula Committee: This committee met this morning before the Faculty Assembly meeting, and welcomed several new members: Professor Corine Gonzales, Dr. Carmela Lanza, and Dr. Antoinette Abeyta.

Library Committee: The chair was not present, but Ms. Cecilia Stafford said that this committee will try to have more regular meetings this semester. Changes have happened in committee membership and will hopefully increase the commitment across the board.

Strategic Planning and Resource Committee: Professor Zimmerman reported that this committee had undergone a change of name. It also needs a new chair and requires more women members. It will be active in the months ahead, and potential members should talk to Dr. Lewis Gambill. Professor Zimmerman has stepped down as chair since he has assumed the office of Faculty Assembly President.

DISCUSSION

OTHER BUSINESS

VARIOUS

DISCUSSION

Professor Zimmerman opened the floor for comment on other business:

Rob Hunter, the principal of Middle College High School, said that he had talked about the reporting of student grades with Director Jayme McMahon. MCHS students have FERPA statements on record with their school so that counselors and those who work in administration can see their grades. MCHS must report grades to the state, so they need feedback from instructors in college classes, but they will look into adopting a different process.

One faculty member asked to clarify whether MCHS students are also college students; Principal Hunter agreed. That faculty member then asked whether the students could report their own grades. Principal Hunter explained that they had tried that in the past, but the process had not succeeded. Suggestions came from the Assembly to emphasize the students' responsibility to do well in class and ask for help when they need it. Principal Hunter said that the administration at MCHS does intervene when they see problems with the grades. Another Assembly member asked what the problem was with grade reporting as long as all students had a file with the waiver present. Others answered that the problem is the amount of time it takes to report the grades.

One faculty member gave an update about the Adjunct Orientation that took place on Wednesday evening. It was well-attended, including by division chairs and the leadership team. Representatives from the Library, CAL, ARC, Student Services, etc., attended and discussed their work.

Another Assembly member announced that this November there is a local election for the UNM-Gallup advisory board. They encouraged people to encourage suitable candidates to stand for election.

The next announcement concerned new faculty: Professor Byron Moore is joining the Education, Health, and Human Services division, and Professor Neysa Cox will also be in this division.

Then came announcements about student achievements. Three of our UNM-Gallup students did research at New Mexico State, and did a research poster. This covered four or five days of presentation. One student won the Best Poster award. Two of them have transferred to NMSU and the third one will transfer in the future. There is also one of our former students at Duke University for the summer research program after winning a national scholarship. They selected only 48 students nationwide. Three of our students are also currently at NMSU and are expected to finish their B.S. this year.

The EMS program discussed an active shooter drill they had participated in at GIMC. They also want to invite people on our campus to enter an active shooter drill if they are interested. MCHS said that they would be interested. The high school is expected to perform 12 drills a year, and four in the first month, including a lockdown. In response to further questions, the EMS faculty said that the drill at GIMC had been arranged since March, and asked if perhaps the Safety Committee could look into a future active shooter program on the UNM-Gallup campus.

Mr. Jim Fisk announced that Cecilia Stafford, the Zollinger Library Director, has been named the NM Consortium Of Academic Librarians' Librarian of the Year. The Assembly congratulated Ms. Stafford.

More student achievements were reported. The UNM Main campus Bachelor's program in Dental Hygiene has accepted two of our students. Another one had just graduated from the University of Oklahoma dental school. The Summer Research experience had benefited three students, all from underrepresented student groups. Two students are transferring to main campus. As well, two of the poster students are representing their posters in a national meeting. This meeting will attract over 3000 students. Students will be in Hawaii.

The Ingham Chapman Art Gallery also announced the Irving Toddy lecture presentation at their gallery on September 17th. This is a well-known local artist who has been chosen to be among the Gallup Masters.

The Diversity Initiative is looking at UNM-Gallup's courses and how they meet the criteria for diversity requirements. Eventually, this will be a requirement for a two-year degree. This should also include staff diversity. They are looking into a program that will transition new faculty members and staff into the campus.

One more announcement concerned the need for mentors for the new faculty. Mentors may be able to get some kind of credit for their efforts. Interested faculty should speak to the division chairs and the Dean of Instruction.

The last question was about whether faculty artists could exhibit in the Ingham Chapman Gallery. Professor Zimmerman said it was a possibility, but currently the displays are booked for a few years in the future.

ACTION ITEM

ADJOURNMENT

DISCUSSION	
Motion to adjourn: Matt Mingus	
Seconded: Yes	
Voice vote: Unanimously approved	
Motion carried: Yes	
Meeting adjourned at 1:43 PM, by Faculty Assembly President Professor John Zimmerman.	
Recorded by: Keri Stevenson, Faculty Assembly Secretary on August 16 th , 2019.	

University of New Mexico-Gallup Topics Course Policy

Policy: All courses offered by the University of New Mexico-Gallup and that are designated with a 1996 or 2996 course number in the New Mexico Higher Education Department statewide course catalog will require initial approval by the UNM-G Faculty Assembly Curricula Committee. All 1996/2996 courses seeking approval must be submitted to the Curricula Committee during the semester preceding their initial offering. For example, a course offered in Fall 2022 must receive approval during the Spring 2022 semester.

Once a 1996/2996 course has been approved, it may be offered without approval twice more.

After three (consecutive or non-consecutive) semesters of offering the same course, the Curricula Committee must approve the course every semester thereafter. For example, if an EDUC 1996 topics course on Teaching Science to Young Children has been offered during the Fall semesters of 2022, 2023, and 2025, it must seek approval to be offered in the Fall of 2026 and every semester thereafter. As with the initial offering, approval should be sought at least one semester prior to when the course will be offered.

If a 1996/2996 course is placed on the University of New Mexico-Gallup's public course schedule without approval, the Division that houses the course will be fined \$500 by the Dean's office (per section). That money will then be transferred to the Faculty Professional Development Committee.

Rationale: Topics courses should be experimental and only occasionally offered. If a topics course is frequently offered, it should be added to the catalog as a permanent course. To deter the regular offering of the same topics course, the Curricula Committee should oversee and track all topics courses at the University of New Mexico-Gallup. To incentivize administrative compliance with (and faculty oversight of) this policy, a monetary fine has been put in place.



Curriculum Committee

Approval Routing Form

Date:		First Semester offered:	
Faculty Name:		Second Semester offered:	
Division:		Third Semester offered	
Course #:		Fourth Semester <i>(provide justification in space provided below)</i>	
Course Title: (20 Characters)			
Syllabus (attached)			

Please provide a justification for offering this Topics Course beyond the three (3) semester stipulation.

*Signatures:

Faculty Member
Date

Division Chair
Date

*(Curriculum Committee use only) For initial approval and after third (3rd) semester offered.

Approved:	Yes	No	Reason:
Form B required	Yes	No	

Curriculum Committee Chair:

Date

Registrar

Date

A completed copy of this form with all signatures *must* be submitted to the Dean of Instruction Office for file.