

Committee on Academic Affairs (COAA) Committee Meeting Minutes

Monday, October 20, 2025
College of Business and Computing Conference Room

Members Present: Brian Smith, Mark Grimes, Jesse Russell, Michael Moir, Jessica Ouzts, Karen Cook, Tzvetelin Iordanov, Carol Bishop, Annie Laurie Nichols, Keaton Wynn, Rhonda Slocumb, Rachel Abbott, Krista Smith, Eric Crawford

Guests Present: Anne Jacobs, Joseph Comeau, Debaleena Ghosh

1. Having determined that a quorum was present, Brian Smith called the meeting to order at 4:01 PM.
2. The **minutes for 9/29/25** were approved by unanimous consent.
3. Carol Bishop moved that the proposal to **create BUSA 3630 AI in Business; Practical Applications** be approved. Jesse Russell provided a second.
It was suggested that the Cover Sheet be updated with more information related to direct and indirect assessment measures.
It was determined that no curriculum sheets would be impacted.
The motion was approved.
4. Bishop moved that the proposal to **revise MGNT 4260 Small Business / Entrepreneurship** be approved. Tzvetelin Iordanov provided a second.
Committee determined that the NEW course outline needed to be prepared using the COAA template, and that the OLD outline needed to be provided.
The motion was approved.
Initiator of request will send updated items directly to Cheri Paradise and Krista Smith for file.
5. Iordanov moved that the proposal to **revise BIOL 1005K Popular Biology** be approved. Russell provided a second.
Committee determined that the Cover Sheet and course outline needed the pre-reqs added to the course description, that the OLD outline needed to be provided, and that the outlines needed the (3-2-4) hours designation added to the heading information.
Anne Jacobs explained that the lab component of the online class would be done through experiments that required resources typically found in the home, or videos, etc.
The motion was approved.
Initiator of request will send updated items directly to Paradise and K. Smith for file.
6. Karen Cook moved that the proposal to **revise BIOL 2251K Human Anatomy and Physiology I** be approved. Iordanov provided a second.
Committee determined that the same corrections from the previous item needed to be applied here as well.
The motion was approved.
Initiator of request will send updated items directly to Paradise and K. Smith for file.
7. Jessica Ouzts moved that the proposal to **revise BIOL 2252K Human Anatomy and Physiology II** be approved. Cook provided a second.
Committee determined that the same corrections from the previous item needed to be applied here as well.
Committee also noted that the course outline shows a prereq of "BIOL 2251K Minimum Grade D" but the Cover Sheet shows "Minimum Grade C." Jacobs noted that this should be "D" – that the "D" grade would mean the student would have to repeat the 2251 for it to count towards graduation (C or better) but that the D should not prevent the student from moving on to the next course in the sequence (2252).
Cook moved that the original motion be amended to approve on anticipation of receiving the clean document. Russell provided a second.

The amendment was approved.

The original motion, as amended, was approved.

Initiator of request will send updated items directly to Paradise and K.Smith for file.

Initiator of request will update the cover sheet and resubmit to B.Smith.

B.Smith will approve amended cover sheet.

8. Cook moved that the proposal to **revise BIOL 2260K Foundations of Microbiology** be approved. Ouzts provided a second.

Committee determined that the same changes to items 5 and 6 were needed here, as well.

The motion was approved.

Initiator of request will send updated items directly to Paradise and K.Smith for file.

9. B.Smith noted that this item to **revise SOCI 4450 Seminar in Sociology** was submitted as “File Only” and did not need a motion or a formal vote. He asked if Committee had any questions.

Rachel Abbott asked if changing the course number and title basically to inactivating one course and creating a new one. Joseph Comeau explained the intent of the change – to shift the focus from a discussion-based course to an activity-based course. The course number change was designed to have the Capstone be the highest number in the catalog.

Nichols suggested that the description and objectives and methods be updated to better reflect that change.

B.Smith then made a point of order that with these changes, it was really more of a new course.

Comeau suggested that a similar item in a previous year had been approved as File Only.

Abbott looked through prior minutes and discovered that an item in November 2023

was approved that way. Committee determined that the proposal from that meeting was handled incorrectly.

Committee recommended to reject the proposal and have it resubmitted in November as a new course.

Proposal was rejected.

10. Cook moved that the proposal to **create ACCT 4260 Tax Accounting Service Learning** be approved. Ouzts provided a second.

Bishop indicated that a similar course was taught in Spring 25 under a “Special Topics” title, and this was intended to be a permanent class with a more specific course outline for the future.

It was determined that no curriculum sheets would be impacted.

The motion was approved.

11. Cook moved that the proposal to **create SOCI 3000 Understanding Society** be approved. Ouzts provided a second.

Committee determined that the Cover Sheet needed the pre-reqs and the (3-0-3) hours designation, and that the course outline needed pre-reqs added to the course description and the (3-0-3) hours designation added to the heading information.

It was determined that curriculum sheets would be impacted, but that those changes would be presented at a later meeting.

The motion was approved.

Initiator of request will send updated items directly to Paradise and K.Smith for file.

12. Ouzts moved that the proposal to **create SOCI 4999 Research II** be approved. Iordanov provided a second.

Committee determined that the Cover Sheet and course outline both show SOCI 4498 and student standing designation noted in pre-reqs, and additionally “Permission of Instructor” noted in the course description; all three need to be included in course description and pre-reqs fields. Committee also noted that the (3-0-3) hours designation needed to be added to the course outline heading information.

It was also suggested on the course outline that the Course Learning Outcomes be

updated to include things like conducting research, and that the Method of Instruction be developed more fully.

It was determined that curriculum sheets would be impacted, but that those changes would be presented at a later meeting.

The motion was approved. **** REJECTED? ****

Initiator of request will send updated items directly to Paradise and K.Smith for file.

13. Ouzts moved that the proposal to **create SOCI 3100 Race, Class, and Gender** be approved. Iordanov provided a second.

Committee determined that the Cover Sheet and course outline both need to be included in course description field. Committee also noted that the (3-0-3) hours designation needed to be added to the course outline heading information.

It was recommended on the course outline that the course requirements be made more general, to allow other instructors more freedom in how they meet the objectives, and that some justification for creating the class be explored on the Cover Sheet under “best practices” or another option.

Mark Grimes noted that the Cover Sheet should show “3” in the Lecture Hours field instead of “75 minutes twice a week” and “0” in the Lab Hours field instead of “none.”

B.Smith indicated that he would reject the proposal, and the initiator would make those changes and resubmit, and Smith would approve at that time.

It was determined that curriculum sheets would be impacted, but that those changes would be presented at a later meeting.

The motion was approved.

Initiator of request will send updated items directly to Paradise and K.Smith for file.

14. B.Smith noted that this item to **revise SOCI 3350 Criminology** was submitted as “File Only” and did not need a motion or a formal vote. He asked if Committee had any questions.

Grimes asked if changing the course number was basically the same as what was proposed in item 9; Smith determined that since the title and course description was remaining the same, this would qualify as File Only.

Comeau explained the intent of the change – to allow students to take this Criminology course (offered as a CRJU course elsewhere) under the SOCI heading, making it easier to track in DegreeWorks without having to do course substitutions.

Committee had no objections, and since this was a proposal for File Only, no approval vote was needed.

Proposal was accepted without objection.

There being no further business, Smith closed the meeting at 4:56PM.