

# Committee on Academic Affairs (COAA) Committee Meeting Minutes

Monday, November 10, 2025  
College of Business and Computing Conference Room

**Members Present:** Brian Smith, Mark Grimes, Jesse Russell, Michael Moir, Jessica Ouzts, Karen Cook, Tzvetelin Jordanov, Annie Laurie Nichols, Rhonda Slocumb, Kailash Ghimire, Bryan Davis, Eric Crawford

**Guests Present:** Joseph Comeau, Debaleena Ghosh, Jamie MacLennan, Tim Tolbert, Courtney Ross, Allen Brown

1. Having determined that a quorum was present, Smith called the meeting to order at 4:00 PM.
2. Smith asked that without objection, the **minutes for 10/20/25** be approved. There was no objection, so they were approved by unanimous consent.
3. Ouzts moved that the proposal for course revision **SOCI 4450 Seminar in Sociology** be approved. Nichols provided a second.  
Comeau noted that the proposal had been presented last month and needed corrections; he has made the requested corrections and this was the updated proposal.  
The motion was approved.
4. Ouzts moved that the proposal for new course **SOCI 3100 Race, Class, and Gender** be approved. Cook provided a second  
The motion was approved.
5. Cook moved that the proposal for major change **BS in Sociology** be approved. Moir provided a second.  
Comeau explained that the new major would allow students to pursue one of three major paths, depending on their career goals. It was noted that the old major identified five classes in the major, where these new tracks only identified three. Davis noted that a major only requires 21 unique credit hours, so the three are fine.  
The motion was approved.  
Smith will forward the proposal to Faculty Senate.
6. Cook moved that the proposal for certificate change **BBA Marketing Certificate** be approved. Ouzts provided a second.  
Grimes noted that the cover sheet should reflect “minor” instead of “certificate.”  
An amendment to have originator make this change and resubmit the Dynamic Form was approved by unanimous consent.  
The proposal, as amended, was approved.  
Original will resubmit cover sheet, and Smith will forward the proposal to Faculty Senate.
7. Cook moved that the proposal for course revision **SPAN 1001 Elementary Spanish I** be approved. Moir provided a second.  
Committee determined that the “pre-requisite: none” information needed to be added to the course catalog description, and asked whether there should be something in “lab hours” rather than 3-0-3, since the course description states that lab time is required. Moir indicated that this was the Language Lab, and that is different from a science lab, so it was not required to be (3-1-3).  
Moir will update the course catalog description.  
The motion was approved.
8. Smith asked that without objection, all proposals for new courses in the **HLTH block** be approved. There was no objection, so the following new courses were approved by unanimous consent:

**HLTH 3001 Introduction to Healthcare Systems**  
**HLTH 3102 Healthcare Ethics & Law**  
**HLTH 3103 Healthcare Finance & Reimbursement**  
**HLTH 3104 Health Informatics & Data Analytics**  
**HLTH 4101 Quality & Performance Improvement in Healthcare**  
**HLTH 4102 Healthcare Human Resources & Workforce Management**  
**HLTH 4103 Healthcare Operations & Facilities Management**  
**HLTH 4104 Population Health & Community Health**  
**HLTH 4105 Healthcare Policy & Advocacy**  
**HLTH 4109 Practicum / Capstone Project in Healthcare Administration**

Smith then asked if there was any feedback regarding the proposals.

The committee suggested that the “GRADES” section be changed from something so specific (i.e., Projects 30%, etc) to something more generic (i.e., assignments, exams, etc) with an overall grading scale, so that different professors could teach it the way they wanted without having to come back to COAA to update the course outline every time.

Tolbert informed that many of the course instructors would be adjuncts, and they would be told to use the syllabus as provided.

9. Slocumb moved that the proposal for new program **Bachelor of Science in Healthcare Administration** be approved. Ouzts provided a second.

It was noted that all classes in “FIELD OF STUDY” (old Area F) and the Major Core are consisted of business classes, and Ross indicated that this is a Management / Leadership program, and business courses were most appropriate for the foundation of the healthcare-focused upper-level courses.

The committee noted this seemed to be basically a COBAC degree curriculum sheet template; Ross acknowledged that it was. Committee recommended removing references in the UNIVERSITY POLICY section of the worksheet that reference COBAC directly.

It was further noted that the program does not appear to allow for free electives; members noted that several degree programs currently exist that do not allow for them, due to the amount of discipline-specific material that needed to be covered.

It was asked why some topics were excluded in the overall program in favor of these that have been included in Field of Study and Major Core; Ross indicated that these were baseline topics, and that someone getting this degree would often then pursue a Masters in Healthcare Management. The types of classes being referenced in the question were more typically offered at the Masters level.

It was noted that the curriculum sheet listed the courses in the major section, but not the course numbers. Ross said he would get those added before the form went to Faculty senate.

The motion was approved with Nichols dissenting, and the following members approving: Grimes, Russell, Moir, Ouzts, Cook, Iordanov, Slocumb, Ghimire, Davis, Crawford

There being no further business, Smith closed the meeting at 4:35PM.