

**Minutes of inaugural meeting: CoSEA Curriculum Committee  
October 24, 2012**

PRESENT: Dr. Grady Price Blount, Dr. Carlos Bertulani, Dr. Eileen Faulkenberry, Dr. Jeff Kopachena, Dr. Pelin Altintas-Deleon, Dr. Robert Williams. Absent: Dr. Laurence Angel and Dr. Sandra Huerter.

As per Dr. Blount's charge, our committee will screen all of the curriculum changes in CoSEA forwarded by department heads. Our purpose will be to evaluate proposed curriculum changes for potential impact on other programs and to ensure that such impacts do not significantly interfere with the delivery of other programs. We will also review the existing university procedure and develop a college-level procedure if this is deemed necessary.

Dr. Kopachena was elected as chair of the committee.

The committee established a **deadline for the review of all curriculum changes to be Monday, November 5<sup>th</sup>, by 5:00 PM.**

**Please note the following:**

- 1) First, make sure that you can access the curriculum change website located here:

<http://www.tamu-commerce.edu/curriculum/>

There is a link on the above page that will allow you to get a password. If you have any problems, you can also contact Lisa Robinson (903-468-3036) ([Lisa.Robinson@tamuc.edu](mailto:Lisa.Robinson@tamuc.edu)).

- 2) Once you have gained access to the curriculum change webpage, you will need to access two tabs: "Courses with forms" and "Curriculum Changes". Make sure you only access changes that involve courses or programs within the College of Science, Engineering and Agriculture.
- 3) Enter "OK" in the discussion if you have no issues with the proposed change. Enter a precise explanation if you think the curriculum change needs to be sent back to the department.
- 4) Let me know if you have any questions.
- 5) Please do not forget the deadline for reviewing curriculum changes: **Monday, November 5th, by 5:00 PM.**

Submitted by Jeff Kopachena, October 25, 2012