

**COLLEGE OF HEALTH & HUMAN SERVICES
CURRICULUM COMMITTEE MINUTES
April 20, 2023**

The April 20, 2023 meeting of the College of Health & Human Services Curriculum Committee began at 1:30 p.m. The meeting was conducted in a hybrid format (in person at Room 2431, Klehm Hall, and via Zoom.)

Members Present:

	<i>In person</i>	<i>Via Zoom</i>
Ms. Lynne Barcus, Communication Disorders & Sciences	X	
Dr. Richard Clapp, Nursing	X	
Dr. Nikki Hillier, Public Health & Nutrition	X	
Dr. Andrew Kerins, Kinesiology, Sport & Recreation	X	
Dr. Kathleen O'Rourke, Human Services		X

Members Absent:

CPT William Comstock, Military Science
Mr. Sam Mazzocco, Student Representative

Ex-Officio Members Present:

Dr. Jill Bowers, College of Health & Human Services
Ms. Janet Fopay, College of Health & Human Services

Guest: None.

The meeting was called to order by Dr. Clapp (Chair).

I. Approval of Minutes:

1. Minutes of the March 30, 2023 meeting.

Dr. O'Rourke moved and Ms. Barcus seconded the motion to approve the minutes. The minutes of the February 9, 2023 meeting were approved as written by acclamation.

II. Item Acted Upon:

1. 23-16, Revisions to the CHHS Curriculum Committee bylaws.

The committee discussed the proposed changes to the bylaws. Dr. Kerins moved and Ms. Barcus seconded the motion to approve the proposal. The motion was approved by acclamation.

Article IV. Section 4.04 was revised as follows:

Section 4.04 The College of Health and Human Services Dean shall appoint a non-voting member to serve as a Recorder at the Curriculum Committee meetings. In the absence of the appointed Recorder, the Dean, in consultation with the Chairperson, shall select a committee member or non-voting personnel from the Office of the Dean to temporarily serve as the Recorder of the meeting minutes. The Assistant to the Dean/Certification Officer (1) serves as Recorder for the Committee, (2) ensures that all proposals are forwarded to appropriate councils and (3) consults with person requesting to bring proposals before the Committee.

III. Selection of 2023-24 CHHS Curriculum Committee Chair and Vice Chair.**1. Chairperson:**

Dr. Andrew Kerins will serve as the 2023-24 CHHS Curriculum Committee chairperson.

2. Vice-Chairperson:

Ms. Lynne Barcus will serve as the 2023-24 CHHS Curriculum Committee vice-chairperson.

IV. Pending Items:

None.

V. Communications:

None.

The meeting adjourned at 1:35 p.m.

The next meeting date and time – to be determined later.

NOTE: According to Article VI. of the committee's bylaws: The meeting dates and times will be determined, based on the committee members' schedules, by the second Friday of the fall semester by the Committee Chairperson, Associate Dean and/or Assistant to the Dean.

Respectfully submitted,
Janet Fopay