Meeting was called to order by Chair Tonya Chapin at 3:32.

Committee members present: Carolyn Quinn-Hensley (Art), Don Carpenter (Business), Susan Longest (Biological Sciences), Lisa Driskell (Computer Science, Mathematics, and Statistics), Tonya Chapin (Health Sciences), Jeremy Hawkins (Kinesiology), Jennifer Hancock (Languages, Literature, and Mass Communication), Scott Kessler (Physical and Environmental Sciences), Erika Jackson (Social and Behavioral Sciences), Jennifer Daniels (Teacher Education), Jill Van Brussel (Theatre).

Committee members unable to attend: Monte Atkinson (Music); Michael Carsten (WCCC).

Ex-Officio members present: Jeff Grossman (Library), Kurt Haas (Chair, Essential Learning Committee), Paula Nichols (Academic Schedule Coordinator), and Steve Werman (Academic Affairs).

Guests: Suzie Garner (Art); Denise McKenney (Biological Sciences); Morgan Bridge, Tim Hatten, Troy Miller (Business); Lori Payne (Computer Science, Mathematics, and Statistics); Debra Bailey, Diana Bailey (Health Sciences); James Ayers, Russ Walker (Physical and Environmental Sciences); Justin Gollob, Jessica Herrick, Eliot Jennings, Kym Owens, Jane Quimby (Social and Behavioral Sciences); Carolyn Ferreira-Lillo, Gary Looft (Western Colorado Community College).

I. Announcements
   a. New Catalog Description Evaluator

   Chair Chapin announced that Susan Longest is the new Catalog Description Evaluator.

   b. Work-sessions to review program sheets with EL modifications
      LHH 302 3:30-4:30
      i. March 5
      ii. March 19

   Please note which work-session to attend (see handout).

II. New Business
   a. Approval of Essential Learning Committee Minutes 12/3/14

   Motion: to approve the Essential Learning Committee minutes from 12/3/14 (Van Brussel/Hancock); motion carried.
b. Approval of Essential Learning Committee Minutes 2/11/15

Motion: to approve the Essential Learning Committee minutes from 2/11/15 (Van Brussel/Driskell); motion carried.

III. Old Business

a. All items pending items from 1/22/15 have been completed

   i. Technology Integration

      1. Final approval given for TECI 245 Security Fundamentals
         a. SLO verb was updated
         b. Lori Payne, CSMS Department Head, confirmed that the overlap between the proposed course and existing course is minimal.
         c. All related program modifications granted final approval.

   ii. Culinary Arts

      1. Final approval given to CUAR 163,
         a. Approval of CUAR 163 was subject to a completed course modification form for CUAR 145. Further investigation revealed that no modification to 145 was required.

Chair Chapin informed the committee that all needed items from the last meeting have been completed.

IV. Curriculum Proposals

a. WCCC-Manufacturing and Industrial Services

   i. Course Additions
      1. MAMT 230 Machine Technology III
      2. MAMT 240 Job Shop Machining II
      3. MAMT 251 CNC Machining I
      4. MAMT 255 CNC Machining II
      5. MAMT 260 Properties of Materials

Motion: to approve (Carpenter/Hawkins); motion carried.

Looft provided background information on the Manufacturing and Industrial Services proposals.

   ii. Course Deletions
      1. MAMT 130 Machine Technology III
      2. MAMT 140 Job Shop Machining II
Motion: to approve (Longest/Hancock); motion carried.

iii. Course Modifications
1. MAMT 106 Geometric Tolerancing

Motion: to approve (Quinn-Hensley/Hawkins); motion carried.

iv. Program Modifications
1. AAS, Mechanical Engineering Technology - Mechanical Engineering Technology
2. AAS, Manufacturing Technology - Machining Technology
3. AAS, Manufacturing Technology - Welding Technology
4. AAS, Manufacturing Technology - Computer-Aided Design Technology

Motion: to approve (Jackson/Daniels); motion carried.

v. Program Modifications
1. CERT, Manufacturing Technology - Welding Technology
2. CERT, Welding Technology - Basic Welder
3. CERT, Manufacturing Technology - Machine and Manufacturing Trades
4. CERT, Manufacturing Technology -- CAD/CAM
5. CERT, Manufacturing Technology – Computer-Aided Design Technology

Motion: to acknowledge (Longest/Quinn-Hensley); motion carried.

vi. Program Deactivation
1. CERT, Manufacturing Supervision

Motion: to acknowledge (Daniels/Hancock); motion carried.

It was noted that the deactivation form states that a teach-out plan is not needed.

b. Physical and Environmental Sciences

i. Program Modification
1. BS, Applied Mechanical Engineering

Motion: to approve (Van Brussel/Quinn-Hensley); motion carried.
Kessler explained that the program modification to the BS, Applied Mechanical Engineering program was to accommodate a one credit hour increase due to the modification to MAMT 106. The program has increased from 125 to 126 total credit hours.

ii. Intra-departmental Change: Modify a course prerequisite within the same department
   1. ENVS 455 Restoration Ecology
   2. ENVS 455L Restoration Ecology Lab

Motion: to approve (Longest/Hancock); motion carried.

[Note: This motion was temporarily tabled (Carpenter/Hawkins; motion carried) to allow time for the department representative to arrive.]

Walker provided background information on the prerequisite change.

c. Biology

   i. New Programs
      1. BS, Biological Sciences – Cellular, Molecular, and Developmental Biology
      2. BS, Biological Sciences – Ecology, Evolution, and Organismal Biology

Motion: to approve (Hancock/Van Brussel); motion carried.

McKenney explained that adding two new concentrations to the Biological Science major will help ease the advising load on faculty as it will be clearer to students which courses they need to take.

d. Languages, Literature and Mass Communication

   i. Intra-departmental Change: Modify a course catalog description
      1. ENGL 471 British Romanticism

Motion: to approve (Van Brussel/Driskell); motion carried.

Hancock explained that the existing course description was inaccurate.

e. Computer Science, Mathematics and Statistics

   i. Course Additions
      1. MATH 101 Review in Mathematics
      2. CSCI 405 Mobile Application Development

Motion: to approve (Quinn-Hensley/Van Brussel; motion carried.)
Payne provided explanations for the MATH, CSCI and STAT course additions.

ii. Course Addition
   1. STAT 241 Introduction to Business Analysis

**Motion: to approve (Carpenter/Hancock); motion carried.**

f. Business

i. Course Modifications
   1. CISB 241 Introduction to Business Analysis

**Motion: to approve (Carpenter/Jackson); motion carried.**

Carpenter provided background information on the Business proposals.

ii. Intra-departmental Change: Modify a course pre-requisite within the same department
   1. CISB 341 Quantitative Decision Making
   2. MANG 341 Quantitative Decision Making
   3. MARK 350 Marketing Research
   4. FINA 301 Managerial Finance
   5. ACCT 411 Auditing I
   6. ECON 415 Econometrics
   7. BUGB 435 Emerging Markets

**Motion: to approve (Carpenter/Driskell); motion carried.**

iii. Course Modification
   1. BUGB 105 Freshman Business Seminar

**Motion: to approve (Carpenter/Hancock); motion carried.**

iv. Request to Change Course Prefixes
   1. Create two new prefixes: ENTR and HRMA
   2. Change the prefixes of the following courses
      a. MANG 300 to ENTR 300 Small Business Management
      b. MANG 343 to ENTR 343 Evaluating Entrepreneurship Opportunities
      c. MANG 450 to ENTR 450 Entrepreneurship
      d. BUGB 340 to ENTR 340 Applied Financial Management for Emerging Businesses
      e. FINA 401 to ENTR 401 Entrepreneurial Finance
      f. MANG 371 to HRMA 371 Human Resource Management
      g. MANG 372 to HRMA 372 Employee Assessment
      h. MANG 373 to HRMA 373 Human Resource Management, Leadership, Ethics, and Social Responsibility
i. MANG 475 to HRMA 475 Compensation and Rewards Systems
j. MANG 478 to HRMA 478 Advanced Human Resource Management

Motion: to approve the creation of the prefixes ENTR and HRMA and the prefix changes to the courses as noted (Carpenter/Quinn-Hensley); motion carried.

v. Intra-departmental Changes

1. Modify a course prerequisite within the same department
   a. ENTR (MANG) 300 Small Business Management
   b. ENTR (MANG) 343 Evaluating Entrepreneur Opportunities

2. Modify a course title
   a. ENTR (MANG) 300 Small Business Management
   b. ENTR (MANG) 343 Evaluating Entrepreneur Opportunities
   c. MANG 401 Small Business Consulting

3. Modify a course catalog description
   a. ENTR (MANG) 343 Evaluating Entrepreneur Opportunities

Motion: to approve intra-departmental changes 1-3 (Carpenter/Longest); motion carried.

vi. Course Additions

1. EMGT 355 Landman Geo-Petro-Engineering

Motion: to approve (Carpenter/Quinn-Hensley); motion carried.

2. ENTR 350 The Entrepreneurial Mindset

Motion: to approve (Carpenter/Quinn-Hensley); motion carried.

vii. Course Modification

1. CISB 206 Business Database Application Programming

Motion: to approve (Carpenter/Daniels); motion carried.

viii. Program Modifications

1. BBA, Business Administration – Business Economics
2. BBA, Business Administration – Emerging Markets
3. BBA, Business Administration – Energy Management-Landman
4. BBA, Business Administration – Entrepreneurship
5. BBA, Business Administration – Finance
6. BBA, Business Administration – Hospitality Management
7. BBA, Business Administration – Human Resource Management
8. BBA, Business Administration – Information Systems
9. BBA, Business Administration – Insurance
10. BBA, Business Administration – Management
11. BBA, Business Administration – Managerial Informatics
12. BBA, Business Administration – Marketing
13. BAS, Business Administration
14. BAS, Computer Information Systems
15. BAS, Hospitality Management
16. BS, Accounting – General
17. BS, Accounting – Public
18. BS, Computer Information Systems
19. AA, Liberal Arts - Business Computer Information Systems
20. AAS, Hospitality Management
21. Minor, Business Administration
22. Minor, Entrepreneurship
23. Minor, Managerial Informatics
24. CERT, Energy Management/Landman

Motion: to approve program modifications 1-24 (Carpenter/Hawkins); motion carried.

ix. Course Addition
   1. MANG 442 Experiential Management: Student Run Business

Motion: to approve (Carpenter/Longest); motion carried.

x. Intra-departmental Change: Modify a course co-requisite within the same department
   1. ACCT 350 Ethics for Accounting Professionals

Motion: to approve (Carpenter/Daniels); motion carried.

xi. Course Modifications
   1. BUGB 351 Business Law I
   2. BUGB 352 Business Law II

Motion: to approve (Carpenter/Longest); motion carried.

Construction Management

xii. Intra-departmental Changes

   1. Modify a course prerequisite within the same department
      a. CONM 181 Principles of Construction Management
      b. CONM 316 Construction Materials and Methods
      c. CONM 340 Construction Estimating
      d. CONM 362 Structure Analysis - Statics/Material Strength
      e. CONM 370 Managing Safety and the Regulatory Environment
      f. CONM 472 Planning and Scheduling
g. CONM 485 Construction Management Issues
h. CONM 499 Construction Internship

2. Modify a course title
   a. CONM 340 Construction Estimating
   b. CONM 361 Advanced Building Systems
   c. CONM 472 Planning and Scheduling

**Motion: to approve intra-departmental changes 1-2 (Carpenter/Quinn-Hensley); motion carried.**

xiii. Course Additions
   1. CONM 234 Graphic Communication for Construction Management
   2. CONM 380 Construction Project Management
   3. CONM 475 Construction Company and Financial Management

xiv. Course Deletions
   1. CONM 401 Construction Financial Management
   2. CONM 480 Project Management

**Motion: to approve the CONM course additions and the CONM course deletions (Carpenter/Longest); motion carried.**

xv. Program Modification
   1. BS, Construction Management

**Motion: to approve (Carpenter/Longest); motion carried.**

g. Kinesiology

   i. Course Addition
      1. KINA 118A Karate II

**Motion: to approve (Hancock/Van Brussel); motion carried.**

h. **Teacher Education Course Changes and Related Teaching Program Changes**
   [Note: Teaching programs with discipline-specific changes in addition to the teaching-specific changes are grouped with that department.]

   i. Course Additions
      1. EDUC 115 What It Means To Be An Educator
      2. EDUC 215 Teaching as a Profession

**Motion: to approve (Jackson/Longest); motion carried.**

Daniels provided background information on the Teacher Education proposals.
ii. Course Deletion
   1. EDUC 211 Foundations Of Education

Motion: to approve (Hancock/Quinn-Hensley); motion carried.

iii. Intra-departmental Change: Modify a course prerequisite within the same department
   1. EDUC 340 Pedagogical and Assessment Knowledge for Teachers: Early Childhood Birth – 8 years
   2. EDUC 341 Pedagogy and Assessment: K-6/Elementary
   3. EDUC 342 Pedagogy and Assessment: Secondary and K-12
   4. EDUC 343 Teaching to Diversity
   5. EDUC 374 Exceptional and English Language Learners in the Inclusive Classroom
   6. EDUC 378 Technology for K-12 Educators
   7. EDUC 440 Methods of Teaching Language and Literacy: EC
   8. EDUC 441 Methods of Teaching Language and Literacy: Elementary
   9. EDUC 442 Integrating Literacy Across the Curriculum: Secondary and K-12 Art
   10. EDUC 451 Methods of Teaching Mathematics: Early Childhood/Elementary
   11. EDUC 461 Methods of Teaching Science and Social Studies: Early Childhood/Elementary
   12. EDUC 471 Educational Assessment for the K-12 Educator
   13. EDUC 475 Classroom Management for K-12 Educators
   14. EDUC 497 Content Methodology Practicum
   15. EDUC 497A Methods of Teaching Secondary English
   16. EDUC 497B Methods of Teaching Secondary Social Sciences
   17. EDUC 497C Methods of Teaching Secondary Mathematics
   18. EDUC 497D Methods of Teaching Secondary Science
   19. EDUC 497E Methods of Teaching Secondary Spanish
   20. EDUC 499A Teaching Internship and Colloquia: K-2
   21. EDUC 499B Teaching Internship and Colloquia: 3-6
   22. EDUC 499C Teaching Internship and Colloquia: Elementary
   23. EDUC 499D Teaching Internship and Colloquia: Elementary for K-12
   24. EDUC 499G Teaching Internship and Colloquia: Secondary
   25. EDUC 499H Teaching Internship and Colloquia: Secondary for K-12

Motion: to approve (Longest/Van Brussel); motion carried.

[Note: This motion was temporarily tabled (Carpenter/Hancock; motion carried) to allow time to ensure the accuracy of the new prerequisites listed.]

Daniels explained that these 25 courses currently require EDUC 211 as a prerequisite; 211 is being deleted, so will be removed as a prerequisite. Although EDUC 115 and 215 will replace 211, they will not be added as prerequisites to the above courses. EDUC 115 and 215 are required before
students can be admitted to the Teaching Education program, and admittance to the program (and/or upper-division EDUC course(s)) is already listed as a prerequisite for these courses.

iv. Program Modifications

1. BA, Liberal Arts, Elementary Teaching – English
2. BA, Liberal Arts, Elementary Teaching – Mathematics
3. BA, Music – K-12 Teaching
4. BA, Kinesiology – K-12 Teaching
5. BA, English – Secondary Teaching
6. BA, Spanish – Secondary Teaching
7. BS, Biological Sciences – Biology, Secondary Teaching
8. BS, Geosciences – Secondary Teaching
9. BS, Mathematics – Secondary Teaching

Motion: to approve (Longest/Quinn-Hensley); motion carried.

i. Art

i. Course Additions

1. ARTA 123 Lights! Camera! Action!
2. ARTA 223 Image And Motion
3. ARTA 224 Principles of Film and Motion Design
4. ARTA 225 Principles of Animation
5. ARTA 323 Character Design & Story Concepts
6. ARTA 324 2D Animation & Motion Design
7. ARTA 325 3D Digital Modeling
8. ARTA 326 Digital Filmmaking
9. ARTA 327 Sound Principles & Production
10. ARTA 424 Animation, Film & Motion Design Studio I
11. ARTA 425 Animation, Film & Motion Design Studio II
12. ARTA 426 Advanced Motion Studio
13. ARTA 427 Portfolio and Demo Reel
14. ARTG 122 Design It!
15. ARTG 222 Illustration I
16. ARTG 333 Illustration II
17. ARTG 401 Digital Painting
18. ARTS 110 Digital Photography

Motion: to approve (Carpenter/Quinn-Hensley); motion carried.

Garner gave an overview of the Art proposals.

ii. Course Modifications

1. ARTE 101 Two-Dimensional Design
2. ARTE 102 Three-Dimensional Design
3. ARTG 215 Graphic Design I
4. ARTG 221 Graphic Design II
Motion: to approve (Quinn-Hensley/Driskell); motion carried.

iii. Course Deletions
1. ARTG 224 Introduction to Motion Graphics
2. ARTG 225 Introduction to Animation
3. ARTG 324 Animation I Two-Dimensional Animation
4. ARTG 325 Animation II Three-Dimensional Animation
5. ARTG 326 Motion Graphics
6. ARTG 424 Animation Studio I Motion Graphics
7. ARTG 425 Animation Studio II Advanced Animation
8. ARTS 497 Senior Exhibition

Motion: to approve (Quinn-Hensley/Van Brussel); motion carried.

iv. Program Deletion
1. BFA, Graphic Design, Animation and Motion Graphics

Motion: to approve (Longest/Quinn-Hensley); motion carried.

v. New Program
1. BFA, Animation, Film and Motion Design

Motion: to approve (Quinn-Hensley/Longest); motion carried.

vi. Program Modifications
1. BFA, Graphic Design - Visual Design

Motion: to approve the modification to the BFA, Graphic Design - Visual Design concentration (Quinn-Hensley/Jackson); motion carried.

2. BFA, Art – K-12 Teaching

Motion: to approve the modification to the BFA, Art -- K-12 Teaching concentration (Quinn-Hensley/Van Brussel); motion carried.

3. Minor, Graphic Design

Motion: to approve the Graphic Design Minor (Quinn-Hensley/Hancock); motion carried.

j. Social and Behavioral Sciences

Criminal Justice
i. Intra-departmental Change: Modify a course prerequisite within the same department

1. CRMJ 302 Ethics in Criminal Justice
2. CRMJ 311 Victimology
3. CRMJ 315 Research Methods in Criminal Justice
4. CRMJ 325 Juvenile Justice and Delinquency
5. CRMJ 330 Domestic Violence
6. CRMJ 335 Community Policing
7. CRMJ 340 Community Corrections
8. CRMJ 360 Crime and Deviance
9. CRMJ 370 Criminology
10. CRMJ 375 Women and Crime
11. CRMJ 387 Crime and Inequality
12. CRMJ 395 Independent Study
13. CRMJ 396 Topics
14. CRMJ 405 Civil Liability for Law Enforcement and Corrections
15. CRMJ 410 Criminal Investigations
16. CRMJ 412 Constitutional Law
17. CRMJ 415 Counter-Terrorism and Law Enforcement
18. CRMJ 420 Criminal Law
19. CRMJ 425 Trial, Evidence and Legal Advocacy
20. CRMJ 465 Contemporary Issues in Criminal Justice
21. CRMJ 485 Research Methods II
22. CRMJ 490 Comparative Criminal Justice
23. CRMJ 495 Independent Study
24. CRMJ 496 Topics
25. CRMJ 499 Internship

Motion: to approve (Longest/Jackson); motion carried.

Quimby gave an overview of the Criminal Justice proposals.

   ii. Course Addition
      1. CRMJ 210 Emergency Dispatching

Motion: to approve (Quinn-Hensley/Jackson); motion carried.

   iii. Program Modification
        1. BA, Criminal Justice
        2. BAS, Criminal Justice

Motion: to approve (Hancock/Jackson); motion carried.

   Emergency Management, Public Administration/Safety

   iv. Intra-departmental Change: Modify a course prerequisite within the same department
1. EMDP 211 Introduction to Emergency Management

**Motion: to approve (Jackson/Quinn-Hensley); motion carried.**

Jennings explained the Emergency Management proposals.

v. Course Additions
   1. EMDP 321 Hazard Preparedness and Mitigation
   2. EMDP 331 Disaster Response and Recovery

**Motion: to approve (Longest/Jackson); motion carried.**

vi. Program Deactivation
   1. BAS, Public Administration/Public Safety

**Motion: to approve (Jackson/Daniels); motion carried.**

Jennings presented the program deactivation for the BAS. It was noted that this program has had few recent graduates. A teach-out plan for current students is in place.

vii. New Program
   1. Professional Certificate, Emergency Management and Disaster Planning

**Motion: to approve (Quinn-Hensley/Jackson); motion carried.**

Jennings stated that it is expected that the addition of this professional certificate will be of interest to students from a variety of majors, as well as to professionals currently employed in the field.

**History**

viii. Course Addition
   1. HIST 345 The History of Immigration, Race, and Ethnicity in America

**Motion: to approve (Jackson/Daniels); motion carried.**

Jackson provided an overview of the History proposals.

ix. Program Modifications
   1. BA, History
   2. BA, History - Secondary Education
   3. BA, Liberal Arts, Elementary Teaching – Social Science
   4. Minor, History

**Motion: to approve (Daniels/Hancock); motion carried.**
Psychology

  x. Intra-departmental Change: Modify a course prerequisite within the same department
     1. PSYC 410 Drugs and Human Behavior
     2. PSYC 425 Forensic Psychology

Motion: to approve (Longest/Jackson); motion carried.

Herrick explained the Psychology proposal.

Social Work

  xi. Course Modifications
     1. SOWK 210 Social Work for Diverse Populations
     2. SOWK 311 Ethical Issues in Social Work
     3. SOWK 320 Social Work Practices in Mental Health
     4. SOWK 385 Intervention Methods III
     5. SOWK 387 Social Work Research Methods
     6. SOWK 460 Social Welfare Policy

Motion: to approve (Van Brussel/Jackson); motion carried.

Owens provided an overview of the Social Work proposals.

The course modification form for SOWK 210 incorrectly indicates that the academic engagement and student preparation minutes are being changed to “0.” Owens will correct the form.

  xii. Course Deactivation
     1. SOWK 499 Internship

The committee did not act on the proposal to deactivate SOWK 499.

Carpenter noted that this course cannot be deactivated, as it exists for each course prefix by Curriculum Policy. When the department head reviews Catalog copy prior to the next publication date, the course can be removed from the Catalog without being deactivated.

Owens explained that the program currently doesn’t have the faculty needed to supervise internship students who are minoring in Social Work due to the intensive field placements required for Social Work majors.

  xiii. Program Modifications
     1. BSW, Social Work
     2. Minor, Social Work

Motion: to approve (Daniels/Jackson); motion carried.
Sociology

xiv. Program Modifications
   1. BA, Sociology
   2. Minor, Sociology

Motion: to approve (Jackson/Daniels); motion carried.

Women's and Gender Studies

xv. Program Modifications
   1. Minor, Women's and Gender Studies

Motion: to approve (Hancock/Jackson); motion carried.

Motion: to extend the meeting for 15 minutes (Carpenter/Hawkins); motion carried.

k. Theatre

   i. Program Modifications
      1. BFA, Acting/Directing
      2. BFA, Music/Theatre

Motion: to approve (Longest/Daniels); motion carried.

Van Brussel explained that the Theatre program modifications are to accommodate moving the previously prescribed Applied Studies course to the “Foundation Courses” category and reducing the required number of Foreign Language credits from 6 to 3 in order to keep the total credit hours the same.

l. Health Sciences

   i. Intra-departmental Change: Modify course prerequisites within the same department
      1. NURS 410 Public and Population Health
      2. NURS 410L Public and Population Health Lab
      3. NURS 422 Nursing Roles in the Community
      4. NURS 422L Nursing Roles in the Community Lab

Motion: to approve (Daniels/Quinn-Hensley); motion carried.

Debra Bailey gave an overview of the Health Sciences proposals.

   ii. Course Additions
       1. NURS 320 Health Assessment and Promotion for the Nurse
       2. NURS 320L Health Assessment and Promotion for the Nurse Lab
       3. NURS 428 Evidenced Based Nursing and Research II
Motion: to approve (Longest/Quinn-Hensley); motion carried.

iii. Course Deletions
1. NURS 220 Health Assessment for the RN
2. NURS 220L Health Assessment for the RN Lab
3. NURS 424 Leadership for the RN
4. NURS 424L Leadership for the RN Lab

Motion: to approve (Hancock/Daniels); motion carried.

iv. Course Modifications
1. NURS 410 Public and Population Health
2. NURS 418 Gerontological Nursing & Chronic Illness

Motion: to approve (Longest/Quinn-Hensley); motion carried.

v. Program Modification
1. BSN, Nursing, RN-BSN Concentration

Motion: to approve (Quinn-Hensley/Van Brussel); motion carried.

V. Other

Motion to adjourn (Carpenter/Hawkins). The meeting adjourned at 5:05.

Respectfully Submitted,

Jessie Barnett
Recording Secretary