COUNCIL ON ACADEMIC AFFAIRS

200 Bricker Hall

July 20, 2011

2:00 PM – 6:00 PM

MINUTES

ATTENDANCE

Faculty:

- Dr. Leslie Alexander (History)
- Dr. Marilyn J. Blackwell (Germanic Languages and Literatures)
- Dr. James W. Cogdell (Mathematics)
- Dr. John Fellingham (Business)
- Dr. Jay S. Hobgood (Geography)
- Dr. Ashok Krishnamurthy (Engineering)
- Dr. Barbara Polivka (Nursing)
- Dr. Robert J. Ward (Music)
- Dr. John W. Wilkins (Physics)
- Dr. Kay N. Wolf (Allied Medical Professions)

Students:

- Mr. Niraj Antani (USG, Political Science)
- Ms. Sarah K. Douglas (CGS, History)
- Mr. Sean Fitzpatrick (USG, Political Science & Economics)
- Ms. Sarah Lang (CGS, Education and Human Ecology)

Administrators:

- Dr. W. Randy Smith, (Academic Affairs), Vice Chair

Guests:

- Ms. Andrea Bour (Office of the University Registrar)
- Dr. Caroline Breitenberger (Director, Center for Life Sciences Education)
- Dr. Alexis Collier (Associate Provost)
- Dr. Anand Desai (John Glenn School of Public Affairs)
- Mr. Mark Giese (School of Environment and Natural Resources)
- Mr. Francisco Gomez-Bellenge (Fisher College of Business)
- Dr. David Greenberger (Fisher College of Business)
- Dr. Terry Gustafson (Arts and Sciences)
- Dr. Kathleen Hallihan (John Glenn School of Public Affairs)
- Ms. Sarah Hughes (School of Communication)
- Dr. Alan Kalish (University Center for the Advancement of Teaching)
- Dr. Rebecca Kantor (School of Teaching and Learning)
The Council came to order at 2:05 PM.

REPORT FROM THE CO-CHAIRS – PROFESSORS JAY S. HOBGOOD, JAMES W. COGDELL

Cogdell presented an update on the semester proposal from the College of Engineering: Doctor of Philosophy – Welding Engineering. This proposal was reviewed by the Council during May 11, 2011 meeting. At that time, concerns were raised by the Graduate School regarding the high number of credit hours requested post-candidacy. A minimum of 30 credit hours of PhD dissertation research (WE 8999) was required. The proposal has been revised and it will require 80 semester credit hours, out of which:

- Minimum 50 semester credit hours will be taken beyond the MS degree, and
- Minimum of 20 semester credit ours will be allocate to dissertation research (WE 8999).

As a follow-up to discussion at the July 13, 2011 Council meeting, Cogdell reported on a resolution of the issue relating to the CSE 200 course – computer assisted problem solving for business. Agreement has been reached between the Fisher College of Business (FCOB) and the Department of Computer Science and Engineering (CSE) regarding the course, for the immediate future, and all appropriate materials have been updated/corrected to reflect the agreement. CSE will be offering both CSE 1113: Spreadsheet Programming for Business (1 semester credit hour) and CSE 2111: Computer-Assisted Problem Solving with Spreadsheets and Databases (3 semester credit hours). FCOB has submitted revised advising sheets for all of its Bachelor of Science in Business Administration (BSBA) degrees and under the heading "Quantitative and Logical Skills" is the listing of "CSE 1113 or 2111", in alignment with the understanding with CSE. The two units are committed to monitoring student experiences and accomplishments under this agreement, and taking subsequent steps as determined best to facilitate student movement through the program.

REPORT FROM THE VICE CHAIR – PROFESSOR W. RANDY SMITH
- The College of Education and Human Ecology had informed the Office of Academic Affairs of a formal plan to restructure the College from 6 to 3 academic units. A formal restructuring proposal will be submitted during Autumn 2011.

SUBCOMMITTEE C – SARAH DOUGLAS, SEAN FITZPATRICK, JOHN FELLINGHAM, KAY WOLF

Semester Proposals: College of Arts and Sciences: Division of Natural and Mathematical Sciences

- Bachelor of Arts – Actuarial Science
- Bachelor of Science – Actuarial Science

Wolf presented the proposals. These two degrees are almost identical, except for the general education requirements. Both degrees will convert 53 quarter credit hours into 32 semester credit hours. The overall degree will require few less credits (3.3), but the Department considers that the students will receive adequate knowledge through the pre-requisite and required courses in Mathematics, Statistics, Computer Sciences, and Business. The number of credit hours of prerequisite courses will slightly increase from the 2/3 conversion of 30 quarter credit hours to require 22 semester credit hours. The following changes will be made under semesters to these degrees:

- The mathematics requirement will be dropped from 2 quarter courses to one semester course. Students will be required to take Math 4530 or Stat 4201.
- Math 3532 will be devoted primarily for exam preparation.
- Math sequence courses 5633 and 5634 will be developed to cover the area of Construction and Evaluation of Models. This area was not previously covered in the programs but was required for the Actuarial exam. Currently, under quarters, students have the choice to complete Actuarial Mathematics I, II or III (Math 630, 631 and 632). 
- Pre-major requirements have been developed. To enter the Actuarial program, students will need to have a GPA of at least 3.0 in courses taken here and a grade of either a B- or better in a probability course taken at this University. Transferring students will need to pass one of the actuarial exams administered by the Society of Actuaries or Casualty Actuarial Society. Pre-majors who do not complete these requirements will be advised to pursue the financial track of the Mathematics major.

Wolf moved approval of these proposals; the motion was seconded by Lang and carried with one abstention and ten in favor.

- Bachelor of Arts – Mathematics
- Bachelor of Sciences – Mathematics

Wolf presented the proposals. The requirements for these two degrees are almost identical, except for the general education requirements. Each sub-specialization will have few changes in credit hours from quarter to semester versions:

- Applied Discrete Mathematics track will be eliminated under semesters due to the low enrollment;
- Theoretical track will require a minimum of 38 semester credit hours;
- Education and Bio-Math tracks will each require at least 39 semester credit hours;
- Applied and financial tracks will each require a minimum of 41 semester credit hours.

Under semesters, the Math Department will institute a “C-“ rule for all its courses. Students must receive at least C- in order to further enroll in any math classes. Bridge courses for sequenced and higher level Math courses will be offered during and after transition to semesters. Honors versions of courses will be offered under all tracks, allowing students to take four full years of honors mathematics courses. The program has specific requirements for honors programs; overlaps are allowed in requirements, and some requirements of the mathematics major may be fulfilled by honors courses.

Wolf moved approval of these proposals; the motion was seconded by Ward and carried with one abstention and ten in favor.

- **Bachelor of Arts – Biology**
- **Bachelor of Science – Biology**

Wolf presented the proposals. The BS in Biology will continue to offer its three specializations under semesters: Pre-Health Professions, Life Sciences Education, and Forensic Biology. 45 quarters credit hours will convert to 32 semester credit hours. The program was last reviewed in 2007 and has been modified by:
  - the addition of Mathematics or Statistics beyond the single Calculus course required for the BS;
  - a reduction in the sophomore level Integrated Biology to a single semester;
  - removing the sophomore colloquium research topic survey course, and
  - modestly increasing the total credit hours required for the major relative to a straight conversion.

The transition policy has been written with such flexibility that students will have the possibility to transition without any problems. Bridge courses will be offered as necessary during the transition.

The BA in Biology is similar to the BS with fewer Mathematics pre-requisites. The Organic Chemistry lecture requirements will be reduced to one semester, and the Organic Chemistry Laboratory will no longer be required. The second semester of Physics will be removed from the BA requirement.

In the Council materials (page 12), in the proposal for the BS in Biology, the paragraph regarding “Changes in prerequisites” will be re-edited to better reflect the need for bridge courses and completion of the sequenced Mathematics courses for those students caught in transition from quarters to semesters.

Currently, under quarters, there are enforced requirements for completion of the Organic Chemistry Laboratory in each of the BS and BA degrees. As stated in the Council materials (page 12) in the BA proposal, starting with Autumn 2012, BA students will no longer be required to complete this requirement. Currently enrolled students (one or two) will have flexibility and choice to complete the BA degree by finishing the Organic Chemistry requirement before transition, or else they are expected to complete the second term of Chemistry 252, following a bridge course in the Department of Chemistry. BA students who have taken the first quarter of Organic Chemistry, Chemistry 251, and who wish to switch to the one semester of Organic Chemistry courses will be granted permission to do so with approval from the Department of Chemistry. This rule applies to a small number of students, and individual advising will be provided to those students. Editorial changes are needs on (Council) page 16 of the proposal relating to additional coursework.
Wolf moved approval of these proposals; the motion was seconded by Blackwell and carried with all in favor.

- **Undergraduate Minor in Biology**

  Wolf presented the proposal. This will be a new minor under semester calendar. The minor will require 15 semester credit hours plus at least 18 semester credit hours of pre-requisite courses. Two courses in Biology, one in Chemistry and one in Mathematics are required supporting courses. The core course for this minor will be Biology 3401, 4 semester credit hours. For completion of the Biology minor students will choose at least two courses from Biology, Evolution Ecology and Organismal Biology, Microbiology or Molecular Genetics.

  Wolf moved approval of this proposal; the motion was seconded by Ward and carried with all in favor.

**SUBCOMMITTEE B – NIRAJ ANTANI, MARILYN BLACKWELL, BARBARA POLIVKA, ROBERT WARD**

Semester Proposals: College of Arts and Sciences – Division of Social and Behavioral Sciences

- **Undergraduate Minor in International Studies**

  Blackwell presented the proposal. This undergraduate minor will be converted to the semester calendar with minimal changes from 25 quarter credit hours to 15 semester credit hours. The existing nine specializations will all be converted: African Studies, East Asian Studies, Latin American Studies, Middle East Studies, Slavic and East European Studies, West European Studies, Development Studies, International Relations and Diplomacy, and Security and Intelligence. A minor in International Studies is available to any student who is not majoring in the program. The minor is also available to International Studies majors as long as the minor comes from a different group than the student is pursuing the major. All specializations will require one introductory course in the specific specialization area, usually at the 2000 level, except the Security and Intelligence Specialization, that will require 6 semester credit hours of foundation courses (International Studies 3700 – Introduction to Intelligence, and Political Science 5315 – International Security and the Causes of War). The individual specializations within this undergraduate minor will not be transcriptable.

  Blackwell moved approval of this proposal; the motion was seconded by Ward and carried with all in favor.

- **Undergraduate Minor in Public Policy, Social and Behavioral Sciences**

  Blackwell presented the proposal. This minor will be converted to semesters with minimal changes and will require 15 semester credit hours in addition to the 3 semester credit hours of pre-requisite courses (ECON 2000.01/02 – Principles of Microeconomics, or AEDECON 2001 – Principles of Food and Resource Economics). Two core courses are required for the minor plus at least two courses in one of the following specialization subjects: Business and Labor, Communication, Crime and Criminal Justice, Environmental and Natural Resources, Gender, Policy Methods, Social Welfare, Race and Ethnicity, Security, Size and Scope of Government, and Urban. Social and Behavioral Sciences 4591 – Capstone Course in Public Policy is also required.
This is an interdisciplinary minor housed in the Division of Social and Behavioral Sciences (SBS). Advising for this minor is done by the Department of Political Sciences. The changes to this minor will be:

- 3 courses not converted to semesters will be dropped from the specialization areas;
- Because qualified non-honors students can attempt a thesis for distinction, those students can substitute a policy oriented thesis as the capstone experience in place of SBS 4591, as has always been the case for honors students;
- The loss of flexibility in the timing of when courses are taken is partially mitigated by easing the prerequisites of the capstone course SBS 4591, to allow one of the specialization courses to be taken concurrently.

Students enrolled in this minor are encouraged to pursue an internship in government. The Council recommends that the advising sheet should reflect clearly that only one specialization elective can be taken concurrently with the capstone course.

Blackwell moved approval of this proposal; the motion was seconded by Wolf and carried with all in favor.

- **Undergraduate Minor in Media in Society**

Antani presented the proposal. Under quarters, this minor required one foundation course in communication. In semesters this course (3440 - Mass Communication and Society) will also be required. Another minimum of 3 courses or 9 semester credit hours are required to complete this minor.

Antani moved approval of this proposal; the motion was seconded by Wolf and carried with all in favor.

- **Undergraduate Minor in Speech and Hearing**

Blackwell presented the proposal. This minor will convert to the semester calendar with minimal changes; from 25 quarter credit hours to 15 semester credit hours. There are 4 possible tracks in this minor (Speech – Language Pathology, Audiology, Multicultural and Disability Issues, and Speech and Hearing Science (SHS)). All of them have the same core courses (SHS 2230, 3320, and 3340). These courses may be taken concurrently. The remaining 2 courses to complete the tracks will be taken in sequence. A few of the specializations might allow for these 2 remaining courses to be taken concurrently, but the faculty’s preference is that they would be taken sequentially.

Blackwell moved approval of this proposal; the motion was seconded by Polivka and carried with all in favor.

- **Bachelor of Arts – Speech and Hearing**

Blackwell presented the proposal. This BA degree will convert 50 quarter credit hours to 33 semester credit hours. The proposal (Council materials -page 6) contains a detailed explanation of the courses required for this degree and the level of those courses.

The Quarter calendar course: Speech and Hearing Science - 230 will become Introduction to Communication and its Disorders - 2230 under semesters. The name of this course will be corrected in the proposal (on the department submission documents, and on all various forms used for student advising).
Blackwell moved approval of this proposal; the motion was seconded by Wolf and carried with all in favor.

- **Doctor of Audiology**

  Blackwell presented the proposal. This post-baccalaureate degree will convert to semesters with minimal changes and will require:
  - 36 semester credit hours for the first year of study (including Summer term); focusing entirely on coursework and preparation for clinical practice. A qualifying examination based on the first two semesters of study is given in finals week of the Spring semester.
  - minimum of 35 semester credit hours in the second year (including courses in May session and Summer term); providing balance between coursework and practicum.
  - minimum of 22 semester credit hours in the third year (including 10 hours of capstone work) continuing focus on balance between coursework and practicum.
  - minimum of 3 credit hours in the fourth year (including externships and final oral examination) focusing on clinical experience and final oral examination.

  Overall the number of credit hours was lowered without sacrificing the quality of the program under the semester calendar. Because there are fewer opportunities to place students in clinics and because placements will be for longer periods, the total clinic practicum will be reduced from the present 39 quarter hours to 18 semester hours. Depending on the practicum placement is the enrollment in a clinical issues seminar. This will also be reduced from 8 quarter hours to 4 semester hours. Additionally, in reviewing the curriculum, the faculty realized that some course content was redundant to entering students; therefore another reduction of 3 semester credit hours was possible. All these changes will result in shortening this lock-step program by one semester, while complying with the accreditation standards.

  Minor editorial changes will be made to the proposal to reflect the correct terminology (summer term instead of summer semester, and May session instead of May term). Also the advising sheet will be re-edited to reflect the correct number of credit hours requested for this degree.

  Blackwell moved approval of this proposal pending the above corrections be made to the proposal; the motion was seconded by Wolf and carried with all in favor.

**SUBCOMMITTEE A – LESLIE ALEXANDER, ASHOK KRISHNAMURTHY, SARAH LANG, JOHN WILKINS**

**Semester Proposals: Fisher College of Business or Business**

- **Doctor of Philosophy – Labor and Human Resources**

  Krishnamurthy presented the proposal. This program will be converted to the semester calendar with minimal changes requiring 80 semester credit hours for completion. The Department of Management and Human Resources took advantage of the semester calendar and designed courses to be taught in the 7 week sessions and requesting 1.5 semester credit hours.

  Krishnamurthy moved approval of this proposal; the motion was seconded by Wolf and carried with all in favor.
• **Doctor of Philosophy – Public Policy and Management**

Hobgood presented the proposal. This degree will be converted with minimal changes from 81 quarter credit hours to 52 semester credit hours. All courses within the unit will change from 5 quarter credit hours to 3 semester credit hours. The first year doctoral Seminar in Public Management (PUBAFFRS 880.06) will change from one 5 quarter credit hours to three 1 semester credit hours courses (PUBAFFRS 8890.01, .02, and .03). One course in College Teaching in Public Affairs is being added to the curriculum. The requirements under semesters for this degree will be:

- 3 foundation seminars at 3 semester credit hours each;
- Students are not required but are encouraged to take all 4 core courses in Public Policy and Public Management (PUBAFFRS 8030, 8050, 8040, and 8060). Another 3 core courses are required in Quantitative Methods and Analysis (3 semester credit hours each);
- First year doctoral seminars and the College Teaching in Public Affairs course (totaling at least 12 semester credit hours);
- At least 5 specialization courses are required in one of the following areas: Public Policy, Analysis, Public Sector Economics, Public Sector Management Science, and Public Sector Organization Behavior and Human Resources Management. Other designation areas can be approved by advisors; and
- Minimum of 6 semester credit hours in two academic periods for dissertation.

The overall program is rigid in the first year requirements but provides flexibility to students in choosing the courses within their specialization field.

Hobgood moved approval of this proposal; the motion was seconded by Blackwell and carried with all in favor.

• **Bachelor of Arts – Public Affairs**

Hobgood presented the proposal. This program will be converted with minimal changes to the semester calendar requiring 42 semester credit hours. The Committee on Curriculum and Instruction (CCI) from the College of Arts and Science also reviewed this proposal. This degree is relatively new, starting enrollment in the Autumn of 2010. There are few students transitioning from quarter to semesters, and individual advising will be provided. The basic requirements include:

- 6 Foundation Courses (3 credit hours each);
- 2 Application Courses (3 credit hours each);
- Minimum of 2 Integrating Application Courses (3 credit hours each); and
- Minimum of 12 semester credit hours in Specialization Courses in one of the 3 tracks:
  - Community Organization and Civic Engagement
  - Nonprofit Management
  - Urban Policy and Management

The general education requirements will remain the same as under quarter and will align with the Arts and Sciences requirements. Students can take a minimum of 15 semester credit hours in elective courses, potentially leaving them the option to pursue a minor with this degree. The Independent Study Course does not have a specific credit number cap, providing students flexibility.
to count these credits toward their chosen specialization, pending student petition and subsequent approval by the School.

Hobgood moved approval of this proposal; the motion was seconded by Lang and carried with all in favor.

SUBCOMMITTEE C – SARAH DOUGLAS, SEAN FITZPATRICK, JOHN FELLINGHAM, KAY WOLF

Semester Proposals: College of Education and Human Ecology

- Bachelor of Science Education (BSEd) – Early Childhood Education

Wolf presented the proposal. The new BSEd degree will require 127 semester credit hours. With recent changes in state licensure, the School of Teaching and Learning will re-instate the undergraduate teacher preparation BSEd. This degree aligns with the standards mandated by national and state accrediting bodies, especially by the ones of the National Council for the Accreditation of Teacher Education (NCATE). Currently there are about 200 students in graduate teacher education programs. Some of them will choose to pursue only the licensure programs (MEd) while others will be more involved in advanced teacher education and would pursue doctoral degrees. With this new BSEd degree, students will have more flexibility to choose exactly the programs they desire.

In order to effectively advise and ensure that students who intend to seek teacher licensure are receiving the best quality education, the School of Teaching and Learning requests the establishment of a pre-major for its proposed BSEd majors that lead to licensure. The pre-major establishes criteria for student admission to the major, as well as reduces costs to the students and the university (reduction in background checks needed for entering the classroom as a student teacher, costs for supervision, and limiting the number of professional development credits needed for Columbus City Schools are just a few examples). When a student has completed the pre-major requirements, s/he may then apply to the appropriate major licensure program. Applications will consist in completion of content exams, competitive GPA with a minimum of 2.75, and a statement of intent that will be reviewed by a committee consisting of faculty, program managers and academic advisors from the licensure area. Admission will begin on a rolling basis but a more specific deadline may be established once the number of applications received each year has stabilized and become predictable. Students transferring to the university would be advised into the pre-major or apply directly to the major depending upon completion of pre-major requirements.

The advising sheet will be updated to clearly reflect that a content exam and a statement of intent are required from students applying for this degree, besides the pre-major and the GPA requirements. Also the admission statement will be revised, to reflect the minimum number of credit hours required in GEC courses before application to a major licensure program. These changes to the proposal will be made and presented to the Council at a forthcoming meeting.

Wolf moved approval of this proposal with the above caveats; the motion was second by Ward and carried with one abstention and ten in favor.

- Bachelor of Science Education – Middle Childhood Education
Wolf presented the proposal. This program is similar to the BSEd in Early Childhood Education. The new degree will require 133 semester credit hours and the same pre-requisites. The scope of this degree is to teach students interested in middle childhood education with specializations in the following areas: Language Arts, Mathematics, Science, and Social Studies. Typically students will graduate within 4 years. The advising sheets for each specialization might appear confusing to someone not accustomed to these degrees, due to the fact that there are different requirements for licensure examination, and for degree completion. Some of the requirements are the same and can be overlapped, but some are completely different.

Editorial changes will be made to some of the course numbering to reflect the semester courses.

Wolf moved approval of this proposal; the motion was second by Ward and carried with one abstention and eleven in favor.

- Bachelor of Science Education – Special Education

Wolf presented the proposal. This degree will be converted with minimal changes requiring a minimum of 120 semester credit hours. The three existing tracks will continue to be offered under semesters: Mild/Moderate, Early Childhood, and Moderate/Intensive. Some semester courses will be a combination of the quarter courses (PAES 721 and 750, also PAES 769 and 763). The content of several quarter courses will be expanded to semester length courses. These changes will benefit the students by enabling more in depth study of important topics and more time in practicum placements. The pre-major requirements will remain the same:
  - minimum GPA of 2.75 after completion of 45 credit hours,
  - completion with a B- or higher in a set of courses (PAES 3251, PAES X271 & X289.01, English x110, Mathc x105);
  - the application packet will include 3 letters of recommendations and a personal statement, and
  - students will need to pass an application interview.

The changes proposed under semesters are in accordance with other semester granting degrees and will allow greater in-depth coverage of the topics. Students will receive 4 extra hours in classroom observation. The proposal provides direct conversion of courses from quarters to semesters. Each specialization is provided with individual advising sheets. The transition plan allows for individualized plans of study. Most of the students in this degree follow the suggested sequenced courses, which offers less room for elective courses. Due to the nature of this lock-step program, students are accepted only in cohorts in order to provide quality education and individual advising.

Wolf moved approval of this proposal; the motion was second by Ward and carried with one abstention and eleven in favor.

**SUBCOMMITTEE A – LESLIE ALEXANDER, ASHOK KRISHNAMURTHY, SARAH LANG, JOHN WILKINS**

**Semester Proposals: College of Food, Agricultural, and Environmental Sciences**

- Bachelor of Science in Nutrition – Animal Science

Lang presented the proposal. This program will convert to semesters with minimal changes requiring 58 semester credit hours. The increase in overall credit hours is explained by the addition of
an Animal Physiology course, the addition of a Research Methods course, and also the addition of both Non-ruminant and Ruminant Nutrition courses. The requirement of the Research Methods course (ANIMSCI 3700) along with the increasing number of elective courses will provide students with possibilities to search and learn different nutrition topics, especially human nutrition. Students will be encouraged to take courses in human nutrition.

Due to the reorganization of the program curriculum, some of the courses will be taught at 7000 level (ANIMSCI 5070 and 5030) providing more rigorous outcomes and possibilities for graduate students to take these courses too. The new transition plan will be attached to the proposal. It provides flexibility for those students starting the current program under quarter and transitioning to semesters.

Lang moved approval of this proposal; the motion was seconded by Krishnamurthy and carried with all in favor.

- **Bachelor of Science Environmental and Natural Resources – Environmental Policy and Decision Making**

  Lang presented the proposal. The formal name “Environmental Policy and Management” of this program will be changed to “Environmental Policy and Decision Making”. Under the semester calendar this degree will require 121 credit hours and will have 3 new specializations: Climate Change, Water Conservation, and International Issues. These tracks were designed to address the current needs in environmental policy and decision making. Under each specialization the courses will be more defined, focusing on the tracks topics. A set of core courses was developed to cover all majors in the School of Environment and National Resources (SENR).

  The proposal will be updated with clear advising sheets and 4 year transition plans.

  Lang moved approval of this proposal; the motion was seconded by Douglas and carried with all in favor.

- **Undergraduate Minor in Agronomy**
- **Undergraduate Minor in Landscape Design**
- **Undergraduate Minor in Turfgrass Management**

  Lang presented the proposals. All these minors will be converted to the semester calendar with significant changes requiring 13 credit hours each. These minors are housed in the Department of Horticulture and Crop Science.

  The minor in Crop Science will be renamed, under semesters, Agronomy. The former Landscape and Horticulture minor will be renamed Landscape Design. The Arts and Sciences’ Committee on Curriculum and Instruction also reviewed these minors. All these minors will require a Biology pre-major.

  Lang moved approval of these proposals; the motion was seconded by Douglas and carried with all in favor.

**The meeting adjourned at 4:40 PM.**

Respectfully submitted,

W. Randy Smith
Liana Crisan-Vandebove

Respectfully submitted,