Curriculum & Instruction Team Meeting
October 19, 2023
Minutes

C&I Team Members

X	Lori Armstrong	X	Wendy Harris
X	JoElla Basler		Lorena Hines
X	David Black	X	Dr. Dane Muckler (Co-Chair)
X	Sabrina Black (advisory)	X	Dr. Ian Nicolaides
	Keyarra Blissett	X	Mindy Reach
X	Danielle Boyd	X	Dr. Kristin Shelby (Chair)
X	Dr. Darci Cather (advisory)		Rebecca Steinmetz (backup minutes)
X	Jessica Edwards (minutes)	X	Kristy Stephenson
X	Amanda Hannan	X	Dr. Ryan Thornsberry

I. Call to Order at 2:04 p.m
II. Roll Call
III. Approval of Minutes from September 21, 2023 (Dr. Thornsberry made a motion; Mandy Hannan seconded – motion carried)
IV. Additions to the Agenda
V. C&I Action Items
    a. Allied Health (Dr. Ian Nicolaides)
    b. CTE (Wendy Harris)
    c. Humanities and Social Sciences (JoElla Basler)
    d. Math and Science (Lori Armstrong)
    e. Nursing (Amanda Hannan)
    f. General Education (AA/AS/AGS)
    g. Other
        i. Courses not taught in 5-years

ii. Catalog/ICCB Course Master File Discrepancies

VI. Old Business

VII. New Business

a. Process and forms for C&I agenda action items

VIII. C&I Team Policy/Procedures Development

IX. Announcements or Area Updates

a. Items for 2024-2025 Catalog due November 28th.

X. Upcoming Meeting Dates

a. November 16, 2023 (Items due by November 9, 2023)

b. November 30, 2023 (Items due by November 27, 2023)

i. Dr. Shelby will be at a conference. Chairs/Deans work with Jessica and Dr. Muckler for agenda items. Dr. Muckler will preside over this meeting.

c. January 18, 2024 (Items due by January 12, 2024)

d. February 15, 2024 (Items due by February 9, 2024)

e. March 21, 2024 (Items due by March 15, 2024 – Spring Break March 4-8)

f. April 18, 2024 (Items due by April 12, 2024)

XI. Adjournment (Dr. Nicolaides made a motion; Lori Armstrong seconded – motion carried at 3:19 p.m.)