

**MINUTES**  
**College of Arts and Sciences Curriculum Meeting**  
**September 12, 2005**

<b>Present:</b>	Bennett, Helen Dieckmann, Melissa Miller, Jennifer Sehmann, Karin Throop, Elizabeth Yoder, Margaret	Biermann, Mark King, Rebecca Ramey, Barbara Smith, Darrin Williams, Frank Zeigler, Sara	Chang, Kuangnan Kuhnenn, Gary Sambrook, Richard Spock, Jennifer Wilson, Steffen
<b>Absent:</b>	Busson, Debbie Wade, John	Fox, Kelly Willham, Johanna	Szorad, Felicia
<b>Guests:</b>	Watkins, Tom		

The meeting was called to order by Gary Kuhnenn at 1:30 p.m.

Tom Watkins was the guest speaker for the meeting and discussed with the group the procedure(s) to follow to submit general education course approval forms. He noted that all general education proposals should be sent via e-mail to him before anyone else. Please note that all general education proposals should be sent to Tom Watkins no later than the end of October to allow sufficient time for catalog deadlines. He will then make suggestions/comments and direct the departments to send 18 copies of the proposal when all corrections/changes have occurred to Dr. Aaron Thompson for the General Education Committee.

If any course is being revised or a new course is being proposed, those changes must also be submitted on a curriculum form to be sent before the college curriculum committee.

Tom concluded that anyone with further questions may contact him or visit the general education website at [www.gened.eku.edu](http://www.gened.eku.edu).

The meeting was adjourned by Gary Kuhnenn at 2:55 p.m.