

- 🏠 **Location:** Canvas e-meeting
- 📅 **Date:** 10/1/2019
Vote duration: 10/1 to 10/8/2019
- 🕒 **Open to all BSS full time and part time faculty**

Meeting Minutes Agenda items

I. Overview of the BSSCC procedures for 2019-20

- Curriculum representatives to the College Curriculum Committee (CCC) Allison Meezan & Nick Tuttle

BSS Curriculum Committee Process – as described in our Canvas group

Overview

Our division curriculum process depends heavily on the input of discipline experts. Before you post anything here, confer with fellow faculty in your department. Once you have done that, post a summary of the item you would like to bring forward (course outline, form etc). Your colleagues will provide input and feedback on logistical and collaborative issues and provide approval. Your curriculum representatives will then guide your curriculum through the college process.

Instructions

1. Discuss the curriculum revision with your department and other college stakeholders.
2. Reach out to your curriculum reps, Nick and Allison if you need help or guidance.
3. Post a short (1 paragraph) summary of the change you would like to make and attach the filled in form/document
4. Review your colleagues postings and provide constructive feedback.

II. Items submitted for approval: *Certificate of Achievement in Digital Marketing*

Action Items	Owner(s)		Status
Certificate of Achievement in Digital Marketing	BUSI	10/8/2019	Approved by votes: 16 yes, 0 no