Present: Julia DeLapp (Secretary), Sukeshini Grandhi (Co-Chair), Jennifer Huoppi, Margaret Letterman (Coordinator), Meredith Metcalf (Co-Chair), and David Vrooman.  
Absent: Tao Chen, Danny Sheridan (Student Representative)  
Guests: Susan Heyward

1. Minutes from November 4th, 2015, were approved.

2. Registrar Updates (Jennifer)  
   a. No new courses have been approved.

3. HPE / HSC 215 is acknowledged as a course substitution for Tier 1 Natural Sciences for Health Sciences majors.

4. MAT 216 is acknowledged as a course re-use for Tier II Information Technology for Health Sciences majors. The LAPC notes that LAC requirements dictate

5. HPE / HSC 319 was received but there were no LAC-related requests within the course packet. Chair will be contacted for clarification.

6. Revised HON 150 is approved as a Tier 1 contingent on paperwork being officially submitted.

7. ART 111 (Tier 1 Arts in Context) acknowledges receipt of the course modification request and will pass on to the curriculum committee.

8. ART 235 (Tier II Creative Expression) acknowledges receipt of the course modification request and will pass on to the curriculum committee.

9. Revision of Course Submission Application forms: Committee members discussed the need to add a sentence to all Course Submission Application forms under the Syllabus section emphasizing the need for syllabi to better indicate how outcomes will be assessed. Final language to be developed as soon as possible.

10. Adjourn – next meeting will be December 2nd, 2015 (Library, Room 147)