Dr. Serpil Saydam (Chair) called the meeting to order at 4:00 p.m.

**Members present:** Claudia Grinnell, Preston Jones, Chris Michaelides, Thomas Sasek (Secretary), and Serpil Saydam.

**Guests:** Dr. Casey (Agriculture) and Dr. Magoun (Mathematics)

**New Business:**

1. **Department of Agriculture:**
   a. **AGRB 201 – Introductory Agricultural Economics:** Course title & catalogue change from Introductory Agricultural Economics to Introduction to Agribusiness I.
   
   For the two courses above, Dr. Casey answered questions about the extent of changes and previous questions regarding the textbook to be used. Although there was still some concern about whether new course numbers were required, there did not seem to be enough change in course contents to warrant new course numbers.

   *Both courses were accepted.*

   b. **AGRB 203 – Agricultural Marketing:** Course title & catalogue change from Agricultural Marketing to Introduction to Agribusiness II.

   During questioning from the Committee, Dr. Casey indicated that it is standard practice at many universities for agricultural real estate courses to be offered by agriculture departments despite similar real estate courses in business departments since there are specialized aspects for adequately appraising agricultural land that are not covered in a regular real estate class.

   *The course was accepted but the Committee asked that Dr. Casey include a Signature Page with Dean Berry’s acknowledgment from the Business School.*

2. **Department of Mathematics:**
   a. **MATH 407 – History of Mathematics:** Catalog change to indicate that the course is open to undergraduate and graduate students.
The course change was accepted but the Committee suggested that on page 3 of the syllabus the extra requirements for graduate students should be more prominent by using an explicit heading like the one used in the Math 417 syllabus.

b. MATH 417 – Advanced Real Analysis: Catalog change to indicate that the course is open to undergraduate and graduate students.

The course change was accepted.

3. ASCC web page:
   a. Explanatory memo.

As discussed at the previous meeting, the web page should be changed to indicate that an Explanatory Memo is required with all submissions to the ASCC.

   b. Electronic submissions.

The UCC is no longer using the online submission system. Therefore the ASCC web page should reflect that MS Word forms are available online at the UCC website. For the ASCC, paper copies are to be submitted. However, when proposals move forward to the UCC, the electronic files must be submitted along with three paper copies.

4. Capstone courses:

Written guidelines for University Capstone courses were presented to the Committee as a template for Departmental capstone courses. Since it was not clear if the guidelines were still enforced by the UCC and, if so, are they to be interpreted strictly, the ASCC requested that Dr. Saydam bring up the guidelines at the next UCC meeting for clarification. This will then allow the ASCC to forward correct information to all A&S departments.

The Committee also discussed the inconsistent naming and listing of departmental capstone courses in the catalog degree plans. Some departments use the general “University Capstone Course 300^UC” designation, while others use a specific name such as “Atmospheric Sciences 360^UC”. The Committee generally felt the latter was more appropriate but will discuss the matter further once the guidelines are clarified.

Next meeting: Thursday, November 20 at 4:00 pm.

Adjourned: 5:00 pm.

Submitted by Thomas Sasek, ASCC Secretary.