1. **Call to Order.** The meeting was called to order by Chairperson, Dr. James Ryan.

2. **Attendance.**
   
   
   B. Designee of Dean of Administration. C. Connington.
   
   C. Guests. H. Irby

3. **Minutes.** The minutes of December 16, 1975 were approved with the following amendments:

   A. Item 6. This item should read:

      **Curricula Revisions:** Additional sheets were distributed detailing the proposed changes in the following areas:

      1. Business Career - Marketing Management and Sales Specialization
      2. Business Career - Travel and Tourism Management Concentration
      3. Business Administration - Marketing Management and Sales Option

   B. Item 3.b.2. This item should read:

      Include the following information in the course description for International Folk and American Square Dance:

      1 lecture hour/2 laboratory hours 2 credits

   4. **Curriculum Revision. Business Career - Marketing Management and Sales Specialization (Business and Commerce).** A motion to approve this revision was carried. Yes 20 No 3 Abstention 2

   5. **Curriculum Revision. Business Career - Travel and Tourism Management Concentration.** See attachment (Business and Commerce). A motion to approve this revision was carried. Yes 22 No 3 Abstention 0

   6. **Curriculum Revision. Business Administration - Marketing Management and Sales Option.** See attachment (Business and Commerce). A motion to approve this revision was carried. Yes 22 No 3 Abstention 0
7. Curriculum Revision. Business Teaching - Marketing Management and Sales Option. See attachment (Business and Commerce). A motion to approve this revision was carried. Yes 20 No 5 Abstention 0

8. Curriculum Revision. Executive Secretary Option (Secretarial Studies). Discussion will continue in the next meeting. Action is possible.

9. Curriculum Revision. Legal Secretary Option (Secretarial Studies). Discussion will continue in the next meeting. Action is possible.

10. Curriculum Revision. Medical Secretary Option (Secretarial Studies). Discussion period elapsed. Discussion will continue at the next meeting. Action is possible.

11. Curriculum Revision. School Secretarial Option (Secretarial Studies). Discussion period elapsed. Discussion will continue at the next meeting. Action is possible.

The meeting was adjourned at 5:00 P.M.

Respectfully submitted,

Joseph G. Riley
Secretary