### Minutes Undergraduate Curriculum and Catalog Review Committee April 28, 2017 3:00 p.m. – 4:00 p.m. 103 Heth Hall

**Members Present:** M. Brunner, G. Coté, J. Willner, C. Cassidy, J. Newman, I. Plekhanova, N. Schwab (for S. Beach)

Guests Present: E. Green, C. Bradberry, M. Young, P. Shoemaker, C. Bosworth, L. Cubbison, L. Vernon, M. Bowen, S. Roger Hepburn, K. Vandergrift, A. Carter, M. Grim

I. New Business

#### Peace Studies

1617.PEAC.01 – New Course

- Addition of PEAC 280: Introduction to the Concepts, Process, and Practice of Mindfulness
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.PEAC.02 Program Revision
  - Add PEAC 280 (new course) to list of approved courses for the Peace Studies Minor
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

### Accounting

1617.ACTG.01 – Program Revision

- Update required courses and electives for Accounting major, integrating innovation learning objectives and new courses
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Biology

1617.BIOL.02 – New Course

- Addition of BIOL 407: Microbial Ecology
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Chemistry

1617.CHEM.01 - Program Revision

- Addition of CHEM 421 to Advanced Biochemistry Concentration; Replace CRJU 150 (no longer offered) with CRJU 100 in Forensics Concentration
- Proposal was approved and forwarded to Dr. Scartelli for final approval

# **College of Business and Economics**

1617.COBE.01 – New Course

- Addition of COBE 100: Innovation in Action
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.COBE.02 - Course Credit Hour Change

- Change COBE 150 from 1 credit hour to 1-3 credit hours
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Core Curriculum

1617.CORE.01 – Course Syllabi Change

- Replace an assignment title and update description within CORE 101 to better meet the goals and objectives
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.CORE.02 - Course Syllabi Change

- Replace an assignment title and update description within CORE 102 to better meet the goals and objectives
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.CORE.03 Course Syllabi Change
  - Change assignment in CORE 201 from an annotated bibliography to research synthesis
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.CORE.04 – Change to Catalog Description

- Allow COMS 114 and COMS 240 to count for CORE 201 in the Core Curriculum, and PHIL 111, PHIL 112, and PHIL 213 to count for CORE 202 in Core Curriculum
- Tabled by the Faculty Senate not brought to the table for a vote during UGCCRC

1617.CORE.05 - Change to Catalog Description

- Update language for Core Curriculum to allow more flexibility in the distribution of core classes
- Proposal was approved and forwarded to Dr. Scartelli for final approval

### **Communication Sciences and Disorders**

1617.COSD.01 - Course Deletion, Program Revision

- Deletion of COSD 221 from catalog and program
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## **Criminal Justice**

1617.CRJU.01 - Program Revision

• Change requirements for Interdisciplinary Minor in Forensic Studies: replacing CRJU 490 with CRJU 491

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.CRJU.02 – New Course

- Addition of CRJU 310: Introduction to Crime Analysis and the Profession
- Proposal was approved pending minor revisions
- 1617.CRJU.03 New Course
  - Addition of CRJU 311: Crime Analysis Data and Technology
  - Proposal was approved pending minor revisions

1617.CRJU.04 – Course Prerequisite Change

- Add STAT 130 as a prerequisite for CRJU 385
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- $1617.CRJU.05-New\ Course$

- Addition of CRJU 405: Tactical Crime Analysis
- Proposal was approved pending minor revisions
- 1617.CRJU.06 New Course
  - Addition of CRJU 406: Strategic Crime Analysis
  - Proposal was approved pending minor revisions
- 1617.CRJU.07 New Course
  - Addition of CRJU 460: Crime Analysis Capstone
  - Proposal was approved pending minor revisions
- 1617.CRJU.08 New Course
  - Addition of CRJU 491: Forensic Seminar
  - Proposal was approved pending minor revisions
- 1617.CRJU.09 New Program
  - Addition of Crime Analysis Minor
  - To be reviewed by the Faculty Senate next Academic Year not brought to the table for a vote at the UGCCRC

## **College of Science and Technology**

1617.CSAT.01 - New Course

- Addition of CSAT 390: Science and Technology Research Seminar
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.CSAT.02 New Course
  - Addition of CSAT 190: Science and Technology Internship
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

### **Department of Computer Science and Technology**

1617.CSAT.03 – Program Revision

- Revision of departmental core requirements including restructuring and clarification
- Proposal was approved and forwarded to Dr. Scartelli for final approval

### Economics

1617.ECON.01 - New Course

- Addition of ECON 230: History of Innovation and Economic Growth
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ECON.02 – Program Revision
  - Add 3 credits to the total required for the Economics major and reduce 3 credits available for "general electives;" add ECON 230 (new course) to required courses for Economics majors

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ECON.03 – Program Revision

- BS Economics: Raise in-major GPA to 2.25 and institute a probation policy or students who drop below this GPA
- Proposal was approved and forwarded to Dr. Scartelli for final approval

### English

1617.ENGL.01 – Program Revision

• Change title of "Business and Technical Writing" concentration and minor to "Professional and Technical Writing;" replace requirement of ENGL 403 with ENGL 308 in both the concentration and the minor

• Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.ENGL.02 - Course Prerequisite Change

- Remove requirement of "junior or senior standing" from ENGL 306, 406, and 407; Remove ENGL 306 and 307 as prerequisites for ENGL 308; Remove ENGL 403 as prerequisite for ENGL 407
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Finance

1617.FINC.01 – Program Revision

- Update required courses and electives for Finance major, integrating innovation learning objectives and new courses
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Health and Human Performance

1617.HHPE.01 – New Course

- Addition of ESHE 440: Emergency Medical Technician
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.HHPE.02 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• HLTH 325: Change title from "Diversity of Health in the US" to "Community Health and Diversity;" addition of content to support the Certified Health Education Specialist competencies; update catalog and course descriptions to reflect these changes

• Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.HHPE.03 - Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• HLTH 480: Change title from "Interviewing and Helping Skills for Health Educators" to "Health Communication and Health Coaching;" addition of content to support the Certified Health Education Specialist competencies; update catalog and course descriptions to reflect these changes

• Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.HHPE.04 Program Revision, Change to Catalog Description
  - Combine two concentrations: Fitness, Strength and Conditioning and Health Education and Promotion, into one concentration: Health and Exercise Science (HES)

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.HHPE.05 - New Course

- Addition of ESHE 470: HES Practicum
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.HHPE.06 – New Program

- Addition of Allied Health Sciences Major; removal of Allied Health Science Concentration
- Faculty Senate ran out of time and was not able to vote on this proposal not brought to the table for a vote at UGCCRC

1617.HHPE.07 – Course Prerequisite Change, Course Syllabi Change, Change to Catalog Description

- ESHE 214: Remove HLTH 200 as prerequisite for ESHE 214
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.HHPE.08 - Course Prerequisite Change, Course Title Change, Course Syllabi Change, Change to Catalog Description

• Change Title of ESHE 397 from "Health/Fitness Program Development" to "Program Development for Sport/Performance;" remove prerequisites ESHE 390 and 392 or 391; add ESHE 305 as a prerequisite; update catalog and course descriptions to reflect new content

• Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.HHPE.09 Course Prerequisite Change, Change to Catalog Description
  - Remove the following prerequisites for ESHE 405: ESHE 390, 391, and 392 and permission of instructor; update the catalog description to reflect these changes
  - Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.HHPE.10 Course Prerequisite Change, Change to Catalog Description
  - Remove the following prerequisites for ESHE 461: HLTH 200, ESHE 360 or 460; add "56 credit hours" as prerequisite for ESHE 461; update the catalog description to reflect these changes
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.HHPE.11 – New Program

- Addition of Sports Administration major; removal of Sports Administration concentration
- This proposal was withdrawn from Faculty Senate not brought to the table for a vote at UGCCRC

1617.HHPE.12 – Course Credit Hour Change, Change to Official Detailed Course Description

- Change HLTH 205 from one credit hour to two credit hours; add new content from BACCHUS network
- Proposal was approved and forwarded to Dr. Scartelli for final approval

# History

1617.HIST.01 – New Course

- Addition of HIST 400: Digital Archives
- Proposal was approved and forwarded to Dr. Scartelli for final approval

# Information Technology

1617.ITEC.02 – New Course

- Addition of ITEC 497: ERP Systems
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.03 New Course

- Addition of ITEC 496: ERP Systems for Healthcare
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.04 New Course
  - Addition of ITEC 395: Information Technology Project Management

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.05 – New Course

- Addition of ITEC 375: Data Science
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.06 New Course
  - Addition of ITEC 369: Systems Analysis and Design
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.07 New Course
  - Addition of ITEC 205: Data Communications and Networking
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.08 New Course
  - Addition of ITEC 200: Healthcare Information Systems
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.09 Course Prerequisite Change
  - Remove ITEC 109 as possible prerequisite for ITEC 225
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.10 - Course Prerequisite Change
  - Addition of ITEC 304 and ITEC 315 to prerequisite list for ITEC 325
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.ITEC.11 Course Prerequisite Change
  - Remove ITEC 122 as prerequisite for ITEC 445; Addition of ITEC 304 to prerequisite list for ITEC 445

• Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.ITEC.12 Course Prerequisite Change
  - Remove ITEC 122 as prerequisite for ITEC 455; Addition of ITEC 205 to prerequisite list for ITEC 455

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.ITEC.13 – Course Prerequisite Change

- Remove FINC 331 as prerequisite for ITEC 495; Addition of ITEC 304 and 369 to the prerequisite list for ITEC 495
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.ITEC.14 Program Revision
  - Remove current concentrations from the Information Science and Systems, BS program (Information Systems and Web Development); Addition of four new concentrations: Healthcare Information Systems, Information Systems Security, Information Systems and Decision Science, and Information Systems and Web Development
  - Proposal was approved pending minor revisions

1617.ITEC.15 – New Course

- Addition of ITCB 100: Cyber Ethics and Legal Issues
- Proposal was approved pending prefix confirmation and minor revisions

1617.ITEC.16 - New Course

• Addition of ITCB 101: Foundations of Cybersecurity

• **Proposal was approved pending prefix confirmation and minor revisions** 1617.ITEC.17 – New Course

• Addition of ITCB 240: Database and Web Security

• **Proposal was approved pending prefix confirmation and minor revisions** 1617.ITEC.18 – New Course

- Addition of ITCB 250: Fundamentals of Network Security
- Proposal was approved pending prefix confirmation and minor revisions
- 1617.ITEC.19 New Course
  - Addition of ITCB 475: Penetration Testing and Incident Handling
- **Proposal was approved pending prefix confirmation and minor revisions** 1617.ITEC.20 – New Course
  - Addition of ITCB 476: Cyber Defense
- Proposal was approved pending prefix confirmation and minor revisions

1617.ITEC.21 – New Program

- Addition of Cybersecurity Certificate
- Proposal was approved pending Faculty Senate approval

## Mathematics and Statistics

1617.MATH.09 – New Course

- Addition of MATH 398: Mathematics Education Research Seminar I
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.MATH.10 New Course
  - Addition of MATH 399: Mathematics Education Research Seminar II
  - Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.MATH.11 Course Prerequisite Change
  - MATH 135: remove MATH 122 as prerequisite
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

## Management

1617.MGNT.01 – Program Revision

• Update required courses and electives for Management major, integrating innovation learning objectives and new courses

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MGNT.02 – New Course

- Addition of MGNT 240: Social Entrepreneurship
- Proposal was approved pending minor revisions
- 1617.MGNT.03 New Course
  - Addition of MGNT 440: Project and Event Management
  - Proposal was approved pending minor revisions

### Marketing

1617.MKTG.01 – Program Revision

- Allow MKTG 472 and MKTG 488 count towards electives in the Marketing major
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## **Military Science**

1617.MSCI.01 – Program Revision

• Update courses accepted for military history requirement for Leadership and Military Science Minor

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.02 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 111 from Introduction to Leadership and the Army to Introduction to Leadership, the Army, and Critical Thinking; update to course syllabus and description to match current Army doctrine and focus

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.03 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 112 from Developing Leader Skills I to Introduction to Profession of Arms; update to course syllabus and description to match current Army doctrine and focus

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.MSCI.04 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 211 from Leadership Styles/Theory and Application to Leadership and Decision Making; update to course syllabus and description to match current Army doctrine and focus

Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.05 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 212 from Developing Leadership Skills II to Army Doctrine and Team Development; update to course syllabus and description to match current Army doctrine and focus

# Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.06 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 311 from Leading Small Organizations to Training Management and Warfighting Functions; update to course syllabus and description to match current Army doctrine and focus

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.MSCI.07 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

- Change title of MSCI 312 from Developing Leader Skills III to Applied Leadership in Small Unit Operations; update to course syllabus and description to match current Army doctrine and focus
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.08 – New Course

• Addition of MSCI 395: United States Army Cadet Command (USACC) Military History Course

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 

1617.MSCI.09 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

- Change title of MSCI 411 from Leadership Challenges and Organizational Goal-Setting to The Army Officer; update to course syllabus and description to match current Army doctrine and focus
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.10 – Course Title Change, Change to Official Detailed Course Description, Change to Catalog Description, Minor Change to Course

• Change title of MSCI 412 from Transition to Officership to Company Grade Leadership; update to course syllabus and description to match current Army doctrine and focus

• Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MSCI.11 – Course Prerequisite Change, Change to Official Detailed Course Description, Minor Change to Course

- Change prerequisite for MSCI 498 to MSCI 212 and approval from the senior Military Science Instructor; updated information on administration and evaluation of course
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## Music

1617.MUSC.05 - Course Prerequisite Change

- MUSC 416: remove all prerequisites
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.MUSC.06 Course Prerequisite Change, Course Title Change
  - MUSC 315: remove all prerequisites; Change title from Contract and Copyright Law for Musicians to Contract and Copyright Law for Artists
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MUSC.07 – Course Prerequisite Change

• MUSC 308: remove all prerequisites

# • Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.MUSC.08 New Course
  - Addition of MUSC 358: Choral Literature and Materials
  - Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.MUSC.09 Program Revision
  - Addition of two courses to the Vocal/Choral Music Education curriculum to align with Instrumental Music Education curriculum (no additional credit hours)

• **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.MUSC.10 – Course Title Change, Course Credit Hour Change, Course Syllabi Change, Change to Catalog Description

• MUSC 357: change title from K-12 Vocal Pedagogy to Vocal Pedagogy; change credit hours from 3 to 2; update catalog and course descriptions

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MUSC.11 – Course Title Change, Course Credit Hour Change, Course Syllabi Change, Change to Catalog Description

• MUSC 344: change title from Methods and Literature for School Choirs to Teaching Choral Music; change credit hours from 3 to 2; update catalog and course descriptions

### • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.MUSC.12 – Course Credit Hour Change, Course Syllabi Change, Change to Catalog Description

• MUSC 355: change credit hours from 3 to 2; update catalog and course descriptions

### • Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.MUSC.13 New Program
  - Addition of Arts Administration and Entrepreneurship Minor
  - Proposal was withdrawn from the Faculty Senate not brought to the table for a vote in UGCCRC

## Philosophy and Religious Studies

1617.PHRE.01 – New Course

- Addition of PHRE 202: Current Topics in Ethical Inquiry; New course that will substitute in the core requirements for CORE 202
- Proposal was approved and forwarded to Dr. Scartelli for final approval

### **School of Communication**

1617.SCOM.01 – Course Prerequisite Change, Course Title Change

• COMS 247: Change title from "Script Writing" to "Digital Media Writing;" remove COMS 246 as a co-requisite for COMS 247

• Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.SCOM.02 Course Prerequisite Change
  - COMS 246: remove COMS 247 as a co-requisite for COMS 246

# • Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.SCOM.03 Program Revision
  - COMM-BS: Add STAT 200 or STAT 130 as required courses within the CORE curriculum; increase GPA requirements for graduation to 2.25

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.SCOM.04 - Program Revision

• COMM-BA: Add STAT 200 or STAT 130 as required courses within the CORE curriculum; increase GPA requirements for graduation to 2.25

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

- 1617.SCOM.05 Program Revision
  - MSTD-BS: Add STAT 200 or STAT 130 as required courses within the CORE curriculum; increase GPA requirements for graduation to 2.25
  - Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.SCOM.06 Program Revision

- MSTD-BA: Add STAT 200 or STAT 130 as required courses within the CORE curriculum; increase GPA requirements for graduation to 2.25
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.SCOM.07 New Course
  - Addition of COMS 160: Introductory Topics in Media and Communication
  - Proposal was approved and forwarded to Dr. Scartelli for final approval

## School of Dance and Theatre

1617.SDAT.02 - Change to Catalog Description

- DNCE 101, 206, and 207: Add note to catalog description allowing students to repeat course multiple times for credit
- Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.SDAT.03 – Course Title Change, Change to Catalog Description

- DNCE 100: Change title from Freshman Seminar to Freshman and Transfer Seminar; update catalog accordingly
- Proposal was approved pending minor revisions

1617.SDAT.04 – Program Revision, Change to Catalog Description

- Dance Minor: lower the required credit hours for dance technique courses and overall for the Dance minor, reflects changes to courses approved for the Fall 2016 term
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## School of Nursing

1617.SNUR.02 – New Course

- Addition of NURS 452: Introduction to US Health Care
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- 1617.SNUR.03 New Course
  - Addition of NURS 341: Medical Terminology for Healthcare Professionals
- **Proposal was approved and forwarded to Dr. Scartelli for final approval** 1617.SNUR.04 New Program
  - Addition of Healthcare Tract (or certificate) for non-nursing majors
  - Faculty Senate ran out of time and was not able to vote on this proposal not brought to the table for a vote at UGCCRC

1617.SNUR.05 – Course Deletion

- Deletion of NURS 420: Epidemiology
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## School of Social Work

1617.SSOW.01 - Course Prerequisite Change, Program Revision

- Program revision to adjust courses required as part of the core curriculum within the program; removal of articulation agreement with VWCC; changes to prerequisites to the following courses to reflect current course progression: SOWK 301, 321, 350, 422, 423, 424, and 489
- Proposal was approved and forwarded to Dr. Scartelli for final approval

## School of Teacher Education and Leadership

1617.STEL.01 – Program Revision, New Program

• Add a new concentration within the IDS-BS for Early Childhood Special Education; Revise the IDS-BS to include this new concentration

## • Proposal was approved and forwarded to Dr. Scartelli for final approval

1617.STEL.02 – New Course

- EDSP 450: Student Teaching: Early Childhood Special Education
- Proposal was approved and forwarded to Dr. Scartelli for final approval
- II. Meeting Adjournment