Minutes taken and submitted by Hillary Harper.

1. **Meeting called to order:** Meeting was called to order by Mike Knell at 9:41 AM. Mike agreed to lead NPIC meeting as Lee deLisle (Chair) was absent.

2. **Old Business:**
   a. Review of previous proposal
      i. JRN 298 – Great Writing & Reporting
         • Questions and suggestions from previous review were addressed. Additional revisions requested for course description include replacing “JRN 298” with “Examine” and replacing comma in first sentence with “and”.
         • Motion to **approve** with corrections by Stanley Bernard; seconded by Yilma Gebremariam; approved unanimously.

3. **New Business**

   a. HST 398 – Dress and Identify in American History and Culture - Special Topics Course Proposal
      i. Needs course description revision
         • Remove “This course will” and replace with “Examine”
         • Remove all quotation marks from first and last sentences
         • Change question posed at end of description to a statement with an active verb (i.e., Explore) or remove sentence entirely
      ii. Confirm course does not serve as an elective in program
      iii. Motion to **approve** with corrections by Mike Skinner; seconded by Cassie Meyerhoffer; approved unanimously

   b. HST 398 – Rap Music and Hip-Hop Culture: A Social and Cultural History - Special Topics Course Proposal
      i. Needs course description revision
         • Remove “this course will” and all other use of future verb tense and replace with active verb tense (i.e., trace, unpack, probe)
         • Add “in the United States” to first sentence immediately after “hip-hop culture” since course focuses on U.S.
         • Revise last sentence to stop after “legislation”. The remainder can be mentioned in syllabus.
ii. Motion to approve with corrections by Sara Johnson; seconded by Hyi-gyung Kim; approved unanimously

Meeting adjourned: 10:05 AM