Present: Oakes, Yuan, Midkiff, Marais, Cherkauer, Bean, Jeong, Liu, Nies, Calve, Weidner
Recorder: Ortiz

1. Meeting was called to order at 1:30 pm in ARMS 3001.
2. The agenda for meeting #4 was approved by consent.
3. Motion to approve the minutes from meeting #3 (10/16/2017) was made by Cherkauer and seconded by Midkiff. Motion passed with one abstention.
4. A motion was made by Calve and seconded by Midkiff to approve on behalf of the faculty the following EFDs:
   a. EFD 71-17 MSE 42000 Structure and Properties of Organic Materials – new undergraduate course
   b. EFD 72-17 MSE 23500,25000,26000,27000 – Revised offering semesters
      Motion passed unanimously.
5. The flags for the following EFDs were not removed in writing by the time the meeting occurred. A final vote will occur online as soon as written approval to remove them is received by the chair.
   a. EFD 5-18 ENGR 49000 Breakthrough Thinking for Complex Challenges – new undergraduate course
   b. EFD 6-18 ENGR 30500 Fundamentals of Innovation Theory and Practice – new undergraduate course
6. Old Business – EFD 14-17 ECE 60268 being looked into.
7. Oakes is in his final year of his ECC term. A new chair will need to be elected next semester. Twila will bring members’ terms information next meeting.
8. Motion to adjourn was made by Calve and seconded by Midkiff. The meeting adjourned at 1:45pm. The next meeting will be November 13.