Members present: Laurel Sharmer, Kathleen Valentine, Richard Bates, Hua Bai

Minutes from the last meeting were approved

Dr. Richard Bates was introduced to the group as a new committee member. Rick will be representing the Literacy Department and replacing Katie Jeror.

Lee Cliff’s message concerning the student appointment was read to the group. The process in the department has begun and The Department of Business and Administration expects to have a student representative soon.

The MST Program in Childhood is in the final stage of appointment as well and expect to have a student appointment by next committee meeting.

Dr. Eileen Raymond presented information concerning the changes to program development and revision process for the college as well as the state.

The main items discussed:

1. Academic Affairs is where the review begins
2. All program changes as well as new programs need to be prepared formally by the use of Appendix E & A before being submitted to the committee. This includes impact statements.
3. In education programs, any change in course title, or course offering is considered a MAJOR change by the state and Appendix E needs to be used.
4. Each program needs to make changes at the program and department level deliberately.

Eileen will send electronic versions of Appendix E & A to all committee Members for their files and for distribution in their Departments.

For undergraduate programs, Gerald Radcliffe is the contact person for the correct forms.

*Eileen offered to meet with any of the committee members who did not attend today’s meeting and go over the procedures covered in this session.*