Members present: Lee Cliff, Rick Bates, Laurel Sharmer, Hua Bai, Kathleen Valentine, Yingying Wang, Christine Collins – Eileen Raymond the Associate Dean was also in attendance to assist with any questions concerning the new procedures for program or program revision submissions.

1. The minutes from the last meeting were approved.
2. The two student members were introduced to the committee and welcomed by all.
3. Kathleen Valentine presented the MSED in C & I program revisions and then opened it to the group for discussion.
4. Rick Bates asked about the process and the inclusion of proof of collaboration for the content linking courses.
   a. Eileen responded to his inquiry.
5. Christine asked for clarification on what constituted a content-linking course.
   a. Rick, Eileen, and Kathleen provided clarification.
6. The motion to recommend it be forwarded to the Dean for approval was given by Laurel and seconded by Rick. All were in favor.
7. Rick Bates then questioned the continued absence of two of the committee members and wanted to know if their Departments were aware that they were not being represented on the committee. Kathleen Valentine as committee chair offered to bring the issue to the attention of the respective committee chairs.
8. The committee discussed what to do for the Minor program drop from Business Ed. We decided that we would set a time for next week and then cancel if we did not need to meet. We checked with Eileen to see if an email response would be acceptable for this procedure. Since this was a unique situation, it was decided that an email response would be appropriate.
9. The meeting was adjourned.