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College of Education and Professional Studies

Curriculum Committee Minutes

September 28, 1998

Present: Judy Black (PED); Rebecca Cook (SPE); Marietta Deming (HST); Karina Elmoznino, Student Representative (CSD); Tamara Engnell, Student Representative (SPE); Mary Greenlaw (STG); Pat Hartzler, Student Representative (LST); Janet Lambert (EC/ELE/MLE); Roger Luft (BED); Judith Lyles (CSD); John. Weber (LST); Bonnie Wilson

Absent: Dean Hitch; Don Smith (SED); Don Smitley (EDA); Jeannie Walters, Charleston Public Schools

Mary Greenlaw called the meeting to order.

Introductions were made for the benefit of the new members on the committee.

Mary Greenlaw presented a proposal to change the starting time for Fall 1998 meetings from 2:00 p.m. to 2:30 p.m. This proposal passed. A schedule of the Fall 1998 meeting dates and locations is listed at the end of the minutes. Members were asked to send a substitute in the event that they are not able to attend a meeting in order to ensure a quorum is present.

The minutes from the April 27, 1998, meeting were approved.

Mary Greenlaw asked that members review the Curricular Change Request form (blue form) and the Course Request form (yellow form) and bring forth any suggestions for revisions. She noted that course proposals/changes should be turned in to either her or Bonnie Wilson at least 10 day prior to the Curriculum Committee meeting in order to be included on the agenda and for distribution to committee members. She also reminded everyone that, in addition to the original course proposal/change request, it is departmental responsibility to provide 17 copies of the course proposal/change request. These copies should accompany the original when it is turned in to either Mary Greenlaw or Bonnie Wilson.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Bonnie Wilson

Fall Meeting Schedule

- October 12 - Greenup Room
- October 26 - Schahrer Room
- November 9 - Casey Room
- December 14 - Schahrer Room

Meeting time: 2:30-3:30 p.m.

