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October 20, 2008 AASU Faculty Senate Agenda

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The Faculty Senate of Armstrong Atlantic State University will meet in
University Hall, room 156, at 12:10 p.m., Monday October 20, 2008.

AGENDA

- I. Call to Order** Kevin Hampton
- II. Approval of Minutes**
- III. Welcome** AASU President Thomas Z. Jones
- IV. Old Business** Kevin Hampton
 - A. E-Face Report Committee Assignment** Committee on Committees
 - B. Salary Study Committee Assignment** Committee on Committees
 - C. Course Repeating Policy Committee Assignment** Committee on Committees
 - D. Report on Faculty Forum** Bob Loyd & Jewell Anderson
 - E. Bylaws Revision Updates** Committee on Committees –Brenda Logan
Constitution and Bylaws Committee –Greg Knofczynski
- V. New Business**
 - A. Part Time Faculty** Marsha Moore
 - B. University System of Georgia Faculty Council Bylaws Reading (App. A)** Mike Toma
 - C. University System of Georgia Faculty Council Curriculum Policy** Kevin Hampton
 - D. Bylaws Readings**
 - 1. Constitution and Bylaws Committee (App. B)** Greg Knofczynski
 - 2. Faculty Development Committee (App. C)** Nancy Remler
 - 3. Planning Budget and Facilities Committee (App. D)** David Wheeler
 - E. University Curriculum Committee Update (App. E)** Rick McGrath

VI. Announcements

A. United Way Campaign

Tim McMillan

VII. Adjournment

Appendix A

University System of Georgia Faculty Council Bylaws

Revised on: August 20, 2008

Drafted By:

Alberto, Paul (Georgia State University), Combier, Elizabeth (North Georgia College & State University), Hancock, Thomas (Georgia Gwinnett College), Johnson, Kerri (Darton College), Lightfoot, Robert (Waycross College), Settimi, John (Abraham Baldwin Agricultural College), Smith, Margaret (Bainbridge College), Turner, Craig (Georgia College & State University), Vencill, William (University of Georgia), West, Leanne (The Georgia Institute of Technology)

Section I: Name

The name of the body hereby constituted is the University System of Georgia Faculty Council (USGFC).

Section II: Mission

The purpose of the University System of Georgia Faculty Council is to promote and foster the welfare of system faculty, in non-collective bargaining issues, through the combined creativity and expertise of faculty representatives from system institutions.

Section III: Responsibilities and Functions

The USGFC will participate in the process of University System of Georgia governance by advising, recommending, and consulting with the Chancellor or the Chancellor's designee(s) concerning the establishment of rules and regulations deemed necessary or appropriate for the promotion of the general welfare of the University System of Georgia.

The USGFC will formulate and recommend to the Chancellor or the Chancellor's designee(s) University System of Georgia policies and procedures related to but not exclusive to system faculty.

The USGFC will develop and maintain a system-wide communications network to provide for efficient transmission of relevant information to faculty.

Section IV: Voting

1. Each institution within the USG shall have one vote on any matter brought before the USGFC and that vote shall be cast by the voting representative or designee.
2. A voting member may designate an alternate to a meeting that the member cannot attend.

3. Any decisions or recommendations by the USGFC must receive majority approval from each of the three institutional tiers (research, four-year, and two-year school) groupings.
4. Voting normally takes place during a meeting of the USGFC. However, voting may also take place by electronic communication or other means as determined by the officers in consultation with the membership of the USGFC.

Section V: Membership

Membership of the USGFC will be comprised of one voting representative from each participating system institution. The representative for a participating institution must be a member of that institution's faculty body and selected by a process determined by the faculty unit of that institution. In addition to attending USGFC meetings in person, the council also permits participation via video or phone conferencing methods.

Section VI: Officers and Duties

1. Officers: The officers of the USGFC shall be a Chair and a Chair-Elect, who shall become Chair the following year. The officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the USGFC.
2. Eligibility: Only voting members of the USGFC are eligible to serve as officers.
3. Nomination and Election: At any meeting the USGFC will nominate at least one candidate for any vacant office. The officers shall be elected as described above in Section IV.
4. Terms of Service: The term of service of an officer of the USGFC shall begin at the conclusion of the meeting at which (s)he is elected and end when his/her successor is named, and shall typically be one academic year.
5. Duties: The Chair shall preside at all meetings of the USGFC. The Chair-Elect shall prepare minutes of each meeting. The primary duty of the officers shall be to communicate recommendations and decisions to the USG Chancellor or Chancellor's designee. The chair and chair-elect shall prepare the agenda in consultation with the USGFC members.

Section VII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the USGFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the USGFC may adopt.

Section VIII: Amendments

Any proposal to amend or repeal these Bylaws shall be submitted to the officers in writing at least 30 days prior to the meeting of the USGFC at which they will be discussed. The voting shall be conducted in compliance with Section IV.

Appendix B

Constitution and Bylaws Committee

Bylaws

Charge

The Committee shall annually review the Constitution and Bylaws of the Faculty Senate and make recommendations for changes to the Senate.

Duties

This committee will review and make recommendations on the bylaws of each Senate committee, the bylaws of each Standing Committee of the Senate, the Bylaws of the Faculty Senate, and the Constitution of the Faculty Senate. This committee must review all proposals for changes to the Constitution of the Senate and/or the Senate's bylaws.

Membership

The Committee on the Constitution and Bylaws shall consist of three Senators elected by the Senate.

Meetings

The committee shall meet on a regular basis, once per month during each academic semester and will convene on matters of forwarded business within a four week time frame upon receipt of such business. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix C

Faculty Development Committee

Bylaws

Charge

The Faculty Development Committee will facilitate, coordinate, and oversee activities directly related to the professional development of faculty.

Duties

The committee shall help develop, maintain, and promote the services and resources provided by the university's Teaching and Learning Center; solicit and evaluate applications for internal Teaching and Learning Grants for faculty; sponsor and co-sponsor workshops, symposiums, and forums on teaching methods and on strategies for understanding, assessing, and facilitating student learning; and advocate for other activities and services that support the development, review, and implementation of teaching methods, assessment practices, curricular innovations, and current technologies.

Membership

The committee shall be composed of eight faculty members, with at least one faculty representative from each of the University's Colleges, and, serving as *ex officio*, nonvoting members, the Director of Faculty Development and a representative from the Office of Sponsored programs.

Meetings

In addition to review sessions for internal grant applications, the committee shall meet at least once each semester. Subgroups of the committee may also meet to work on specific projects approved by the committee as a whole. The committee will determine meeting dates and times to be posted on the senate website

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix D

Planning, Budget, and Facilities Committee

Bylaws

Charge

The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on the issues related to the budget and planning processes where they affect the academic mission of the university.

Duties

Responsibilities include recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the university.

Membership

The committee shall be composed of nine faculty representatives, one undergraduate and one graduate student, and various *Ex officio*, non-voting members. The nine faculty representatives shall consist of two faculty representatives from each of the four colleges, and one from the Library, where at least one of the faculty representatives must hold graduate faculty status. The one undergraduate student member will be selected by the Student Government Association, and the one graduate student member will be selected by the Graduate Student Council. *Ex officio*, non-voting members will be one department head, one dean, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Financial Services, and the Vice President of External Affairs.

Meetings

The committee shall meet at least four times each semester of the academic year and make recommendations to the Senate. The committee will determine meeting dates and times to be posted on the senate website.

Reports

The committee will, upon approval, provide minutes of each of its meetings to the Secretary of the Senate for posting. At the end of each semester, the chair of the committee will submit to the Senate a summary report of committee activities.

Appendix E
ARMSTRONG ATLANTIC
STATE UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE MEETING
University Hall 282
Minutes, September 17, 2008

PRESENT: James Brawner, Patricia Coberly, Kimberly Coulton, Sharon Gilliard-Smith, Leon Jaynes, Dorothée Mertz-Weigel, Regina Rahimi, Randall Reese, Leigh Rich (Vice Chair), Ashraf Saad, James Todesca, Jennifer Zettler, Phyllis Panhorst (Catalog Editor)

ABSENT: Rick McGrath (Chair)

GUESTS: Joyce Bergin

CALL TO ORDER. The meeting was called to order at 3:09 p.m. by Vice Chair Leigh Rich.

APPROVAL OF MINUTES. The minutes of August 27, 2008 were approved as presented.

I. College of Education

All items submitted by the College of Education were remanded to the College of Education Curriculum Committee for further review.

II. There were no items submitted by any of the other colleges.

ADJOURNMENT. The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

Phyllis L. Panhorst

Secretary to the Committee and Catalog Editor

Coordinator of Faculty Information

ARMSTRONG ATLANTIC
STATE UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE MEETING
University Hall 282
Minutes, October 15, 2008

PRESENT: James Brawner, Patricia Coberly, Kimberly Coulton, Sharon Gilliard-Smith, Leon Jaynes, Dorothée Mertz-Weigel, Regina Rahimi, Leigh Rich (Vice Chair), Ashraf Saad, James Todesca, Jennifer Zettler, Phyllis Panhorst (Catalog Editor)

ABSENT: Rick McGrath (Chair), Randall Reese

GUESTS: David Wheeler

CALL TO ORDER. The meeting was called to order at 3:08 p.m. by Vice Chair Leigh Rich.

APPROVAL OF MINUTES. The minutes of September 17, 2008 were approved with an amendment to the attendance.

ITEMS

I. College of Education (no items)

II. College of Health Professions (no items)

III. College of Liberal Arts. All items submitted by the College of Liberal Arts were discussed and approved.

A. Languages, Literature and Philosophy

1. Create the following course:

ENGL 3350 Introduction to African American Literature 3-0-3

Prerequisite: ENGL 2100

Description: Survey of the rise of African American literature. Broad inquiry into literary and social movements reflecting African American experience from the 18th century to the present.

Rationale: This course expands the department's historical surveys through introducing students to African American literature. The course can provide a useful foundation for 5000-level courses on African American literature. The course speaks to the lack of historical survey courses in LLP focused on race or ethnicity. It can also contribute to the AFAS minor.

CURCAT:

Major Department: Languages, Literature, and Philosophy

Can course be repeated for additional credit? No

Maximum number of Credit Hours: 3

Grading Mode: Normal

Instruction Type: Lecture

2. Create the following course:

ENGL 5355 U/G Black Women Writers 3-0-3

Undergraduate Prerequisite: ENGL 2100 or permission of department head

Graduate Prerequisite: permission of instructor or department head

Description: Writing by Black women. Topics may include race, class, and gender; history and society; literary and social criticism; political discourse; or Black feminist theory.

Rationale: This course is needed to address the large field of study devoted to Black Women's experience globally—as reflected in political, artistic/creative, theoretical, and autobiographical literature and rhetoric. The course speaks not only to longstanding national curricular trends in Black Women's Studies, but also to the AASU student body demographic. Course will be included in GWST and AFAS as well. Course has cultural currency and relevancy. Graduate students enrolled in the course will be required to complete a longer research essay showing understanding of a theoretical approach discussed in class. Graduate students will lead a class discussion related to class readings.

CURCAT:

Major Department: Languages, Literature, and Philosophy

Can course be repeated for additional credit? No

Maximum number of Credit Hours: 3

Grading Mode: Normal

Instruction Type: Lecture

3. Modify the following course:

ENGL 5350 U/G Topics in African American Literature 3-0-3

Description: African American literature, with emphasis on historical, philosophical, and cultural contexts. **Thematic approach to African American literature, with emphasis on historical, philosophical, and/or cultural contexts.** Topics such as the oral tradition, autobiographies, the Harlem Renaissance, literary criticism and theory **religion, migration, the oral tradition, autobiography, popular culture, rhetoric, civil rights, slavery, sexuality, or literary theory.**

Rationale: At this time the department's African American Literature offerings are very limited. With the addition of faculty expertise in the field, the department seeks to broaden its offerings. This modification and addition of these courses represent that intention. With the proposal of the new lower-level survey course, ENGL 5350 can now function as a "special topics" or thematic course in which the instructor can tailor the syllabus to a focused, critical, in-depth exploration of

one aspect of African American Literary history. Hence, the change from "and" to "or" in the new course description.

B. African American Studies

1. Modify the program of study:

African American Studies Minor 18 hours

AFAS 2000 - Introduction to African American Studies

Must include 9 hours of course work numbered 3000 or above with no more than 6 hours from a single discipline and at least 6 hours from each of the following areas of concentration:

Humanities:

AFAS 4000 - Independent Study in African American Studies

AFAS 5000U - Topics in African American Studies

ENGL 2050 - Africa and the Diaspora

ENGL 3350 - Introduction to African American Literature

ENGL 5355U – Black Women Writers

ENGL 5350U – **Topics in** African American Literature

HIST 2100 - The African Diaspora

HIST 3150 - History of Africa

HIST 3900 - African-American History To 1865

HIST 3910 - African-American History Since 1865

HIST 5200U - Topics in African History

HIST 5650U - Topics in African-American History

MUSC 2010 - Understanding Jazz

Social Sciences:

AFAS 4000 - Independent Study in African American Studies

AFAS 5000U - Topics in African American Studies

POLS 3980 - African Americans and the American Political System

POLS 5430U - Governments of Africa

POLS 5510U - Third World National Security

POLS 5560U - Comparative Foreign Policy

PUBH 5570U - Women and Minority Health Issues

SOCI 3200 - Racial and Ethnic Minorities

Rationale: This expansion of LLP's course offerings in African American studies can expand our minor.

C. Gender and Women's Studies

1. Modify the program of study:

PROGRAM FOR THE DEGREE OF BACHELOR OF ARTS IN GENDER AND WOMEN'S STUDIES

A. General Requirements

Core Areas A, B, C, D, and E 42 hours

Area F 18 hours

GWST 1101 - Introduction to Gender and Women's Studies

GWST 2101 - Gender and Ethics

GWST 2200 - Gender in Global Contexts

Foreign language 1002 (3 credit hours)

Foreign language 2001 (3 credit hours)

ENGL 2100 - Literature and Humanities

Physical Education 3 hours

B. Major Field Courses

Minimum of 39 hours at 3000 level or above

Required Courses in the Major Field 15 hours

GWST 5700U - Feminist Theory

GWST 4900 - Junior/Senior Seminar

GWST/SOCI 5600U - Sociology of Gender

FILM 5040U - Women and Film

HIST 3740 - History of American Women

Additional Major Field Courses

List A: Arts and Humanities (3000 or above) 6 hours

Choose from:

ARTS 5760U - History of Photography

ARTS 5770U - Art and Identity

ENGL 5340U - Literature by Women

ENGL 5355U – Black Women Writers

FILM 5025U – Popular Culture Theory and Criticism

GWST 5000U - Topics in Gender and Women's Studies
GWST 5500U - Topics in Women's Leadership
HIST 5660U - Topics in the History of Women and Gender in America
HIST 5670U - Topics in the History of Women and Gender in Europe
List B: Social/Behavioral Sciences and Health Professions (3000 or above) 6 hours
Choose from:

NURS 3355 - Women's Health
COMM 5500U - Communication between the Genders
PSYC 3100 - Human Sexuality
PUBH 5570U - Women and Minority Health Issues
PUBH 5575U - Health and Sexuality Education
SOCI 3150 - Sociology of the Family
SOCI 3300 - Social Stratification
SOCI 3800 - Sociology of Sexuality

Rationale: The FILM course was inadvertently omitted and is being added to correct a clerical error. The new ENGL course allows additional offerings on issues of gender, race, and ethnicity.

2. Modify the program of study:

Gender and Women's Studies Minor

Gender and Women's Studies 15 hours

Fifteen semester hours from courses approved for the Gender and Women's Studies Minor in addition to those taken to satisfy areas A-E of the core. The courses taken from the approved list must include:

1. At least nine semester hours from courses numbered 3000 or higher
2. Either GWST 1101 or 2101 (but may include both)

Courses approved for the Gender and Women's Studies Minor and Undergraduate Certificate:

ARTS 5760U - History of Photography

ARTS 5770U - Art and Identity

ENGL 5340U - Literature by Women

ENGL 5355U – Black Women Writers

FILM 5025U – Popular Culture Theory and Criticism

FILM 5040U - Women and Film

GWST 1101 - Introduction to Gender and Women's Studies

GWST 2101 - Ethics, Values, and Gender

GWST 2200 - Gender in Global Contexts

GWST 5000U - Topics in Gender and Women's Studies

GWST 5500U - Topics in Women's Leadership

GWST/SOCI 5600U - Sociology of Gender

GWST 5700U - Feminist Theory

HIST 3740 - History of American Women

HIST 5660U - Topics in the History of Women and Gender in America

HIST 5670U - Topics in the History of Women and Gender in Europe

NURS 3355 - Women's Health

PSYC 3100 - Human Sexuality

PUBH 5570U - Women and Minority Health Issues

PUBH 5575U - Health and Sexuality Education

SOCI 3150 - Sociology of the Family

SOCI 3300 - Social Stratification

SOCI 3800 - Sociology of Sexuality

Rationale: The FILM was inadvertently omitted and is being added to correct a clerical error made last spring. This ENGL course allows additional offerings on issues of gender, race, and ethnicity.

IV. College of Science and Technology

A. Biology. All items submitted by the College of Science and Technology were discussed and approved.

1. Change the prerequisites for the following courses:

- a. BIOL 2020 Survey of the Kingdoms Plantae and Fungi 3-3-4

Prerequisite: BIOL 1107 **1108** or **BIOL 1108H**

- b. BIOL 3600 Salt Marsh Ecology 3-3-4

Prerequisites: BIOL 1108 and BIOL 2020

- c. BIOL 4010 Evolution 3-0-3

Prerequisite: BIOL 1108 and BIOL 2010 and BIOL 2020 and BIOL 2500

d. BIOL 4460 Phytoplankton Ecology 3-4-4

Prerequisite: BIOL 1108 and 2020, or permission of instructor.

Rationale: In the past, BIOL 1107 included an introduction to plants, fungi, and protists, but now characteristics of these organisms are covered in BIOL 1108. Therefore, BIOL 1108 is a better choice as a prerequisite for BIOL 2020.

Effective Term: Spring 2009

2. Change the prerequisites for the following courses:

a. BIOL 1108 Principles of Biology II 3-3-4

Prerequisite: BIOL 1107 **or** BIOL 1107H

b. BIOL 2010 Microbiology 3-3-4

Prerequisite: BIOL 1107 **or** BIOL 1107H

c. BIOL 2081 Human Anatomy and Physiology I 3-2-4

Prerequisite: BIOL 1107 **or** BIOL 1107H or CHEM 1151 or CHEM 1211 or CHEM 1010

d. BIOL 2500 Principles of Modern Biology 2-0-2

Prerequisite: BIOL 1107 **or** BIOL 1107H

e. BIOL 3020 Zoology 3-3-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

f. BIOL 3100 Man and the Environment 3-0-3

Prerequisite: BIOL 1107 **or** BIOL 1107H

g. BIOL 3300 Entomology 3-4-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

h. BIOL 3310 Invertebrate Zoology 3-3-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

i. BIOL 3470 Environmental Restoration 3-0-3

Prerequisite: BIOL 1108, CHEM 1212, and permission of instructor, **CHEM 1212 and either BIOL 1108 or BIOL 1108H.**

j. BIOL 3580 Histological Technique 1-8-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

k. BIOL 3750 Natural History of Vertebrate Animals 3-4-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

l. BIOL 3770 Developmental and Comparative Anatomy of the Vertebrates 3-6-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

m. BIOL 3920 PARASITOLOGY 3-4-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

n. BIOL 4550 Biology of Marine Organisms 3-4-4

Prerequisite: BIOL 1108 **or** BIOL 1108H

Rationale: SHIP does not recognize honors courses as satisfying prerequisites and thus we are adding them to the catalogue.

Effective Term: Spring 2009

OTHER BUSINESS

1. Adjustment of effective date, RESP 4215, to Spring 2009

RESP 4215 was originally approved at the UCC meeting of February 20, 2008 with an effective date of Spring 2010. The department head requested that the effective date be moved to Spring 2009 in time for publication in the Spring 2009 Schedule of Classes. Rationale: The current Respiratory Therapy seniors who are working under the old catalog are having difficulty scheduling both their externships and a required HSCA course in SPRING 2009. Due to an

increase in competition for externships by other institutions, most of the Respiratory Therapy seniors will be unable to take the HSCA course. Offering the RESP 4215 course this spring as a substitute will alleviate the schedule conflict for the students. As the Schedule of Classes had to go to the printer prior to today's UCC meeting, Committee Chair Rick McGrath recommended to Vice President Ellen Whitford that administrative approval for this change be granted. Dr. Whitford granted approval.

2. Adjustment of effective date, NURS 3535, to Spring 2009

NURS 3535 was original approved at the UCC meeting of January 23, 2008 with an effective date of Summer 2009. The department head requested that the effective date be moved to Spring 2009 in time for publication in the Spring 2009 Schedule of Classes. Rationale: The original rationale to offer the course specifies that it will be offered during spring terms. There are nursing students in the new cohort who must follow the new degree requirements that are ready to take NURS 3535 this spring. NURS 4435, which is eventually being replaced by NURS 3535, is still being offered to the earlier cohort to meet AASU's obligation to allow them to finish under their catalog requirements. No students are being disadvantaged by offering this course earlier but some are being helped. As the Schedule of Classes had to go to the printer prior to today's UCC meeting, Committee Chair Rick McGrath recommended to Vice President Ellen Whitford that administrative approval for this change be granted. Dr. Whitford granted approval.

3. Final approval procedure

Under the old AASU Bylaws, curriculum items were sent to Enrollment Services by the Catalog Editor (who was also the recording secretary for the Faculty Meetings) after approval of the minutes of the Faculty Meeting at which the items were put forward. Enrollment Services wants to know what the procedure is to be under the Faculty Senate. After some discussion the committee agreed that it may not be necessary to wait until the Senate minutes are approved, thus alleviating the 5-6 week lag between UCC approval and the entering of the items in Banner. If the minutes are later amended, Banner can be amended as well. However, the committee would like input from Dr. Kevin Hampton, President of the Senate. The details of transmitting the data to Enrollment Services can be worked out by the Catalog Editor and the Secretary of the Senate.

4. Procedure for submission of Core Curriculum items.

There was a question about correct procedure for submission of additions to the Core Curriculum in Areas A-E. Under the old college structure, all changes to the Core Curriculum were taken to the College of Arts and Sciences Curriculum Committee before going to the UCC. From there they would go to the Faculty, and then to the Council on General Education at the system office. Since the reorganization of the colleges, it is unclear whether items need to go the curriculum committee for the College of Liberal Arts, the College of Science and Technology, both, or to some currently undefined combined body. There was discussion of whether it is within the purview of the UCC to define this procedure. It was pointed out that since the definition of the college curriculum committees is part of the UCC bylaws, it is not unreasonable to think that this issue also falls to the UCC. At any rate, it is a task the committee members would like to undertake. The committee agreed that it would be good for Dr. McGrath to get Dr. Hampton's opinion on the subject. If Dr. Hampton agrees that this is within the UCC's purview, it would be appropriate to revisit this item at the November meeting, possibly with some ideas in place on how the issue can be addressed. Ms. Panhorst will be responsible for getting this information to Dr. McGrath.

ADJOURNMENT. The meeting was adjourned at 3:34 p.m.

Respectfully submitted,
Phyllis Panhorst

Catalog Editor and Committee Secretary