

**COE Academic Affairs Meeting
Thursday, January 13, 2005**

Attending: Steve Harbstreit, Jan Wissman, Warren White, Kevin Kramer, John Staver, Mike Perl, Ken Hughey, Mary Evan Griffith, Diane Murphy, Teresa Miller.

Steve Harbstreit called the meeting to order and provided questions to think about for presentation later in the meeting (Other Items). The minutes from the December meeting were approved as presented.

Proposed forms were reviewed for Course/Curriculum Add/Drop/Changes. Several revisions were suggested. Those revisions will be made and the new form brought back for the February meeting, with a draft emailed to committee members prior to the meeting. These forms are just for use within our college and should be available in electronic form. The website is being changed and "Forms" could be a link on the COE web page. Staff will be notified by email when this is ready.

Judy Hughey will be unable to serve on the Academic Reinstatement Committee and a new member needs to be selected. Our committee selects the chair. There are 4 representatives and 1 chair on this committee with the terms staggered. Steve will get information out to the department chairs for nominations and report back to us.

Other items—

- Process review: Curricular items approved are given to Diane Murphy, who submits them to the Executive Committee. The faculty assembly needs a minimum of 2 weeks advance notice before voting. The changes can be "green sheeted" when they go to the Executive Committee.
- Is electronic mail a satisfactory way for this committee to communicate (meeting notice, agendas, minutes, etc.)? Committee members agreed that this would be fine; our student representative needs to be added to the email list.
- There are several sub-committees of this committee, but we probably need to hear from them annually. Members agreed that Steve should request a yearly progress report from each of these sub-committees (PCC, Academic Review, TEAC).

The meeting was adjourned.

NEXT MEETING: February 3, 2005

Respectfully submitted,

Teresa Northern Miller, Secretary