

Curriculum Committee Meeting Minutes
Tuesday, September 4, 2012 - 4:00-4:26 PM
Collins Memorial Library #020

Attendees: Lisa Hutchinson, Lisa Ferrari, Barbara Warren, Tatiana Kaminsky, Terry Beck, Brad Tomhave, Roger Allen, Gwynne Brown, Alan Krause, Johnathan Stockdale, Paul Loeb, Mike Spivey, Lisa Johnson, Sara Freeman, Julie Christoph, Alison Tracy Hale, Phillip Brenfleck

Secretary of the Day: Roger Allen

- **Overview of Committee composition and roles - Amy Spivey from Senate**
 - Reviewed Bylaws and composition of the Curriculum Committee
 - Reviewed Committee responsibilities from Bylaws
 - Specific charges from the Senate will be given later in September
 - Copies of last year's Curriculum Committee Final Report were distributed.

- **Selection of Committee chair**
 - Tatiana Kaminsky volunteered to serve as chair for AY 2012-13.
 - There were no other volunteer contenders or nominees.
 - Elected chair by acclamation

- **Working group preferences**
 - Sign-up sheet distributed for members to express working group preferences

- **Minutes**
 - Lisa Ferrari indicated that rotating the minute taking role did not work well last year.
 - Lisa Johnson volunteered to take minutes this year.
 - Roger Allen volunteered to take minutes of first meeting.

- **Next meeting**
 - In preparation for next meeting, Lisa Ferrari requested members look over "Functions of Associate Dean's Office in Curricular Matters" document, so that Committee may vote regarding approval at next meeting.

- **Meeting time & place**
 - The meeting time for the fall 2011 semester was set at Tuesdays 4:00-5:00 PM.
 - Venue will be Collins Memorial Library #020.
 - Frequency of meetings will be determined when business to take care of becomes available.

- **Adournment**
 - Adjournment was moved seconded and passed by voice vote.
 - Adjournment at 4:26 PM

Respectfully submitted,

Roger Allen, PhD, PT
Professor
Graduate Program in Physical Therapy
Neuroscience Program