

**CURRICULUM COMMITTEE MINUTES**  
**6 September 1995 (Wednesday)**  
Misner Room

Present: Barnett, Bartanen, Clifford, Cousens, Jackson, Kerrick, Magnus, Matthews, Merz, Morgan, Neshyba, Orloff, Tomlin, Urruela, Valentine, Washburn

Absent: Kline

Bartanen (convener) began the meeting at 8:05 a.m., after Washburn had distributed committee notebooks and reference materials.

Chair: The committee selected **Merz** as chair through a process of paper nominations and votes.

Secretary: Also through a process of paper nominations and votes, the committee selected **Barnett** as secretary for the year. The selection of an ongoing secretary came after discussion that included the following collectively formed motion:

**ACTION M/S/P to have one secretary for the year, to maintain consistency, with the understanding that the secretary can opt out of subcommittee service. (The motion passed with several abstentions).**

Meeting time: The committee agreed to **Tuesdays, 8:00 a.m.**, as the regular weekly meeting time. The meeting should end by 9:00 a.m.

Associate Deans' Office: Committee members reviewed the reference document labeled "The Functions of the Associate Deans' Office in Curricular Matters," which includes the following categories: General curriculum management, preliminary review, delegated action, committee support, and participation in committee proceeding.

**ACTION Clifford M/S/P approval of these functions as outlined.**

Subcommittees: Merz pointed to "an ambitious year of departmental reviews," some carryover business, and possible additional agenda items to come from the Faculty Senate. Committee members filled out preference forms for assignment to subcommittees for quinquennial departmental reviews, proposed new programs, and scheduled core reviews (International Studies, Humanistic Perspective, Fine Arts, and Communication II-A).

Merz declared the meeting adjourned at 8:52 a.m.

**NEXT MEETING: TUESDAY, 12 SEPTEMBER 1995, 8:00 A.M., MISNER ROOM.** The agenda will include subcommittee assignments.

Respectfully submitted,

Suzanne W. Barnett  
6 Sep 95