

**College of Education and Professional Studies
Curriculum Committee Minutes
September 10, 2012**

Members Participating: James Barkley (REC); Dean Jackman; Nicole Kapala, Student Representative (REC); Mark Kattenbraker (KSS); Jim Kestner (STG); James Ochwa-Echel (SED/EDF); Catherine Polydore (CSD); Linda Reven (EC/ELE/MLE); Bridget Singer, Student Representative (KSS); Rebecca Williams, Student Representative (CSD); Bonnie Wilson

- I. Mark Kattenbraker called the meeting to order.
- II. Introductions were made for the benefit of the new committee members.
- III. The minutes from the April 23, 2012, meeting were approved.

IV. Operational Procedures

The operational procedures of the Committee were discussed. Linda Reven moved and Jim Kestner seconded the motion to adopt the following procedures for this year. The motion passed unanimously.

The agenda and supporting materials will be sent electronically to members five business days prior to the meeting. Members should review all items and be ready to discuss them at the meeting. The agenda items will be presented and voted on at that same meeting.

Dean Jackman requested that members keep every Monday in October open in case we need to meet every week. We anticipate several proposals to be coming forward and may need the extra meetings to handle these items.

The meeting was adjourned at 2:17 p.m.

Respectfully submitted,

Bonnie Wilson

**Fall 2012 Meeting Schedule
September 24, 2012
October 8, 2012
October 22, 2012
November 12, 2012
November 26, 2012
December 10, 2012**

2:00 – 3:30 p.m.

Room 2444 Buzzard Hall
