

1996

October 7, 1996

College of Education and Professional Studies Curriculum Committee

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In other business, Dean Hitch urged that procedural changes be put in place to improve formality and clarity of course proposals reviewed by the Curriculum Committee. She cited an example of a cover sheet that would show old catalog copy, new catalog copy, and a rationale for change. Melanie Rawlins offered to get copies of COTE and CAA proposal formats to enable further discussion of this idea at the next meeting.

Committee organization: It was agreed that meetings would be scheduled for 1 ½ hours but that if business was concluded, they would be adjourned earlier.

Dean Hitch suggested that individual members of the Curriculum Committee establish a handbook which would contain important information such as bylaws, proposals, minutes, etc., which could be passed on to succeeding members. This suggestion will be discussed further at the next meeting.

Dean Hitch also asked for individual opinions regarding requirements that students must pass specified courses with a minimum grade of "C." No opposition was expressed.

Members were reminded to bring catalogs to the next meeting.

Student representatives still need to be identified by the following departments: EDP/EDG, SPE, and LST.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted,

Grace Nunn, Recording Secretary

**Next Meeting
October 21, 1996
2:00 p.m.
Schahrer Room**
