Members present: Carmen Faymonville, Susan Hansen, Brian Peckham, Donna Perkins, Jean Scheppers, Jennifer Snoek-Brown, Jason Thrun, Amanda Trewin, Sheryl Wills.

Guest: Max Anderson

I. The meeting was called to order by the chair at 4:00 pm.

II. Minutes were approved with the addition of Sheryl Wills to the list of members present at the September 14 meeting.

III. The chair was reminded that Steve Kleisath is no longer eligible to serve as he is Faculty Senate chair. Jean will check into the procedure for his replacement.

IV. Announcements:
A. Per the request of the department chair, the Art review has been postponed until March 22.

V. Max Anderson representing Civil Engineering presented a proposal for a new emphasis area. The emphasis will combine the transportation and environmental emphases into one called Municipal Emphasis in Civil Engineering to meet industry demand. He provided some history of the classes and industry needs. Jean explained the process for approval. APC will receive a recommendation form UUCC and University Budget. At that point, APC will act on the proposal. Motion to approve the initial review was made by Brian and seconded by Carmen. Motion passed.

VI. A review of the procedures and guidelines ensued. Each member received a folder containing samples of review guidelines and procedures to assist members are they coordinate reviews this year. Particular emphasis was given to the need for coordinators to work closely with the program and to ensure that deadlines were met on a timely basis. It was suggested that this year immediately following each review, the committee will discuss its recommendations. These recommendations would then be summarized at the end of the year.

VII. Additional discussion covered the process and role of APC and the possibility of imposing some consequences for late reports or repeated postponements.
VIII. Jennifer volunteered to coordinate the library review.
IX. Donna questioned whether the French and Honors program would be reviewed and it was determined that they are not subject to review since they are not majors.

X. Motion to adjourn by Donna, seconded by Carmen. Meeting adjourned at 5:15.

Respectfully Submitted,

Susan Hansen