2002-2003 Membership

BILSA: LAE:
Beth Frieders (1 yr) (1 yr)
Machelle Schroeder (2 yr) (3 yr)

EMS:
Christina Curras (3 yr)
Julia McDonald (2 yr)

Ex officio:
David Boyles, Director of General Education
Dick Schumacher, Dean of Admissions and Enrollment Management
David Van Buren, Associate Vice Chancellor (and Interim of Winterim)

Meeting agenda

1. Introductions

2. Elections
   a) Chair
   b) Note-taker

3. Overview of 2001-2002 Committee action
   a) new bylaws passed
   b) admissions issues
   c) gen ed course assessment
      i) 5 yr plan
      ii) list of courses to evaluate this year
      iii) letters mailed in spring 2002
           - notice campus wide
           - follow up to program chairs up for review in 2002-2003
      iv) evaluation forms drafted

4. Planning for this year
   a) establish S-drive workgroup for minutes, letters, etc
   b) photo copy costs?
   c) reminders sent to chairs about review this year
      *needs to be done ASAP
   d) for courses up for review next year:
      i) create list of courses to be evaluated
ii) draft letter to chair of those programs
iii) create evaluation forms for those programs
    *can wait a little

e) admissions issues