1. Approval of Minutes of 12 November 2003 meeting

2. Agenda – additions, changes, approval

3. Old Business
   a. Status of portfolios received, those still due – Christina
   
      b. Admissions assessment:
         i. Tim Z – any update?
         
         ii. Angela U – any issues or concerns?
   
   c. semester goals, what we need to accomplish
      i. finalize post-review letters to faculty (Beth emailed 8 Dec 03)
      
      ii. finalize drafts of program letters for areas under review in 2004-2005
          (Julie emailed 8 Dec 03; on S-drive).
   
   d. UWP adoption of ACT writing test – update by Dave VB or Angela U

4. New Business
   a. Subcommittees meet, evaluation of portfolios
   
   b. Other?