1. Approval of Minutes of 10 December 2003 meeting

2. Agenda – additions, changes, approval

3. Old Business
   a. Admissions assessment:
      i. Tim Zauche – any update?
      ii. Angela Udelhofen – any issues or concerns?

   b. Gen Ed assessment:
      i. Status of portfolios – Christina Curra
         1. % received
         2. % with all standards met
         3. Notice to department/program chairs

      ii. Post-review letters to faculty – Beth Frieders

      iii. Program letters for areas under review in 2004-2005 – Beth Frieders

4. New Business
   a. Subcommittee review of portfolios
      i. Report from subcommittees on the procedures this year

      ii. Request from Christina C. and Beth F. – be clear and detailed about why a standard is not met

      iii. Question: when letters go to faculty/staff who have not met all standards, should we remit a copy of portfolio?

   b. Discussion of role of General Education Director on this committee

   c. Issue(s) and/or Questions for UUCC – Beth Frieders