Participants
Members: Jeffrey Sabby (Chair), Lenora Anop, Aminata Cairo, Liza Cummings (absent), Bryan Jack, Susanne James, Hoo Sang Ko, Ram Madupalli (excused), Sorin Nastasia, Gerald O’Brian, Carl Springer, Jason Williams.
Student Senate Members: Luke Chomko (absent), Daniel Gray (absent)
Ex-Officio Members: Zenia Agustin, Scott Belobrajdic (absent), Denise Cobb (absent), Mary Ettling, Anne Flaherty, Yvonne Mitkos, Laura Strom, Cheryle Tucker

Meeting started at 2:35 pm
- Meeting started at 2:35 pm
- Agenda and other materials were distributed to the participants

1. Announcements
   - Jeff Sabby met with Denise Cobb to discuss about the program review; was asked to start at our next meeting; Nursing has everything ready for this

2. Consideration of Minutes
   a. Considerations about minutes of the November 20, 2014 meeting:
      Motion to accept minutes (Z. Agustin); second: J. Sabby.
      Approved (16; 0; 0)

3. Reports
   a. Standing Committees and Operations
      i. Undergraduate Programs Committee (UPC)
      ii. Undergraduate Courses Committee
          a. Hoo Sang Ko made available on SharePoint a centralized list documenting the activities performed by UCC in the past month; special attention was given to the fact that approval of 400-500 cross-listed courses is to come to an end for the Graduate School.
      iii. General Education Committee
          a. Minutes submitted by A. Flaherty from the December 4 meeting of GEC:
             Student appeals:
             - Three different student appeals for Health Experience approved (lifeguard work/ training, varsity athletic experience at another institution, coursework at another institution)
             Form 90s:
             - CAS 14-109 PHIL 306 approved for BHUM
             - Lots of forms 90 are coming up for consideration
             Experience Proposals:
             - Spring 2015 Student Academic Success Sessions reviewed, specific offerings approved to meet Health Experience
      iv. Academic Standards and Policies Committee (ASPC)
          a. Chair C. Springer: nothing to report
v. Committee on Assessment
   a. The two courses with CoA designation for approval are: CAS 14-137, ENSC 490, Senior Assignment in Environmental Sciences and CAS 14-140, ENSC 498, Senior Project in Environmental Sciences.
   b. Minutes to the CoA meeting from December 5 have been included in the package of materials; they mention that the student evaluation of teaching (SET) subcommittee will do continuous review on a 3 year cycle; Ann will be the CoA representative in the subcommittee; Dr. Tim Ozcan (School of Business) has agreed to chair; the minutes include also notes on the Annual Performance Reports.

vi. Graduation Appeals Committee
   a. No report.

b. Additional Reports
   i. Enrollment Management – Scott Belobrajdic
      - no report
   ii. Registrar – Laura Strom
      - the Winter session had good results; work is undergoing for organizing the May session; we will need to re-evaluate grading procedures for Winter and May session classes to collect last attend date
      - catalog content was sent to departments for review with a return deadline of January 30, 2015; changes that have not received full approval will not be published in the 2015-16 catalog
      - continuing implementation of EMS for use in classroom scheduling; released a survey to departments with academic scheduling authority to collect room capacity and characteristics; will begin to use the Campus Planning Interface in March for development of Spring 2016 class schedule.
   iii. Educational Outreach - Mary Ettling
      - collecting data about the Winter session; make them available possibly next week.
   iv. Academic Advising – Cheryle Tucker
      - advising will start on January 26 for Summer and Fall
   v. Instructional Service – Yvonne Mitkos
      - will standardize the hours of the Writing Center and the Tutoring Center/ Services; will have somebody present on Saturday mornings
   vi. Assessment – Denise Cobb
      - no report

4. Unfinished Business
   a. Continue eTextbook discussion (Report from FSCC chair)
      - met on December 11; reviewed information packet and formed 6 subcommittees: Business, Library Information/Literacy, General Education, Discipline, Technical, and Communication
      - will meet every two weeks for this Spring semester accelerated time frame to make this happen in reference to the charge (2016)
      - compatibility issues have been identified for different types of devices and document formats (IPad, IPhone vs. laptop for .pdf or other formats for documents)
      - it was suggested that laptops should be recommended (also software)
      - the 6 subcommittees have 2-3 members (with some overlaps)
      - there is a Doodle poll for future bimonthly meetings
      - 1 graduate and 1 undergraduate student have been selected as liaisons
      - publishers admit that not all students like e-textbooks; that is why they will still provide printed books, for a cost
      - later in the semester there will be town hall meetings for faculty, publishers, and students to
discuss

b. Continue Health Science Task Force (Report from FSCC chair)
   No new developments.

c. Other?
   No

5. New Business
   No.

6. Public
   No.

7. Adjourn
   Motion to adjourn: J. Sabby; second: L. Strom
   Meeting adjourned at 3:07 p.m.

Meeting minutes submitted for review by:
Dr. Sorin Nastasia (Department of Applied Communication Studies)
Secretary to FSCC