

MEMORANDUM

TO: J. Granito, M. Janosik, H. Mettee, V. Phillips, A. Stocks, J. Zupanic, B. Brothers, J. Scanlon, C. Anderson, P. Kasvinsky

FROM: Dr. Joyce Feist-Willis

DATE: March 16, 1995

RE: Meeting time for Spring Quarter: Academic Planning Committee

The schedules are in, and it seems that some things do **not** change. The meeting time will remain the same as Winter Quarter. Please block out **Thursdays from 12:00 to 1:00** as the meeting time for the Academic Planning Committee during Spring Quarter. We will meet **each week except April 6th** in **Room 2057** (yes, the Penguin Room). Because of the English Festival, there is no room available in Kilcawley for April 6th. The meeting place for **April 6th** will be the **conference room in the Department of Early and Middle Childhood Education (Fedor Hall)**.

The agenda will involve the continuing review of the Assessment Task Force North Central Document, Criteria Four and Five. Come prepared to discuss Criteria Four on March 30, 1995.

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