

Date: November 24, 1997
To: Academic Programs Division Committee Members
From: Craig S. Campbell, Chair, Academic Programs *7190
Re: Meeting December 2 & Program Approval Process

I am calling a meeting of the committee for Tuesday, December 2 at 4:00 to review the Communications and Theatre proposals for Fine & Performing Arts. Let me know if you can't make it, so I can plan for a quorum showing up. The meeting will be held in the Geography conference room, Cushwa Hall rm 2031 (it's the 2nd floor corner facing Lincoln Ave. and toward the parking deck).

Nancy White, the previous chair of this committee, also sent me an updated version of her idea of how the process for program approval should work. I have made a few changes, but why mess with a good thing? Please look it over and get me feedback/changes/etc. within the next week or so. Around the end of next week I will send this along to the Charter & Bylaws Committee for approval. As far as I understand it, the program approval process has never been put down in writing.

I have informed one dean (Yemma) and will inform others that to guarantee that proposals get into the following year's catalog they should be sent to me by January 15th. This may be a bit earlier than absolutely necessary, but we have to consider time taken up in our review, dissemination to deans, any possible changes, and approval by the Academic Senate, all in time to meet Jean Engle's mid-April deadline for catalog publication. Of course, we will take proposals for review at any time.

Thanks.