

To: Academic Planning Committee: J. Alam, D. Brown, E. Cobett, R. Crum, I. Khawaja, C. Psenicka, D. Robinson, T. Slawewski, G. Sutton, B. Yozwiak, B. Gillis, Greg Ball (c/o Student Gov't.)

From: D. Brown *DB*

Date: February 12, 1985

Minutes

Seventh 1984 - 85 Meeting

February 11, 1985

Present: Alam, Brown, Cobett, Crum, Khawaja, Psenicka, Robinson, Slawewski, Sutton, Gillis

Absent: Yozwiak (telephoned), Ball

1. The February 5 memo from Dean Richley was discussed at length.
2. Dr. Psenicka distributed a second draft of the "Planning Data and Objectives Checklist" which was discussed. It was felt that these should be included as "guidelines" or a "suggested form" for initial department goal setting.
3. Next Steps
  - a. Representatives of the committee should meet with department chairman at some meeting(s) to discuss the proposal after it is assembled but before it goes to Senate. It was noted that the next meeting of Deans and Chairmen scheduled by Dr. Gillis is to be March 5.
  - b. Dr. Brown will assemble a prototype proposal to include a cover letter, the proposal as in our third draft dated March 9, and guidelines for department goal setting based on Dr. Psenickas second draft distributed today. This will be distributed at or before our next meeting.
4. Next meeting Monday Feb 25 4:00 Engineering Conference Room.

Note:

Senate Deadlines:  
March 15 for April 3 meeting  
April 19 for May 1 meeting  
May 24 for June 5 meeting