

To: Academic Planning Committee: J. Alan, D. Brown, E. Cobett,  
I. Khawaja, C. Psenicka, D. Robinson, T. Slawewski, G. Sutton,  
B. Yozwiak, B. Gillis

From: D. Brown *DB*

Date: October 16, 1984

Minutes  
Third 1984-85 Meeting  
November 14, 1984

Present: Alan, Brown Khawaja, Psenicka, Slawewski

Note: The quorum is six. A quorum was not present

1. The first Draft Proposal, Department-College Goal Setting dated October 24, 1984, was discussed.

2. Point agreed up informally:

a. All departments should have goals as described.

b. There should be some sort of form or framework which would be used in the initial stages of goal setting.

c. This proposal is intended to be included in the next Academic Master Plan along with a statement from the Administration that it will be used.

d. The key point of the proposal is objective 2: "...goals which are recognized and approved by the administration. These should be used during budgetary considerations."

e. The proposal should include a deadline of, say, one academic year for the entire goal setting process, initial phase.

3. Next steps:

a. Dr. Khawaja will write a rough draft of a framework to use in the initial stages of the goal setting.

b. Dr. Brown will discuss the proposal with Provost Gillis.

c. Dr. Brown will prepare a second draft of the proposal making some changes discussed at the meeting.

4. Next meeting

- a. Dr. Brown will schedule a meeting during the two weeks after Thanksgiving to discuss the above points.
- b. COMMITTEE MEMBERS NOT PRESENT ARE REQUESTED TO GIVE DR. BROWN, PRIOR TO THANKSGIVING, A LIST OF TIMES THEY ARE NOT AVAILABLE IN THE TWO WEEKS AFTER THANKSGIVING.