

**MEMORANDUM**

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

**FROM: Dr. Joyce Feist-Willis**

**DATE: April 10, 1995**

**RE: Academic Planning Committee Meetings**

The noon meeting for April 13, 1995 has been canceled. Dr. Anderson informs me that she may have a draft report of the North Central Assessment report ready for us to review by April 20, 1995. Please mark your calendars for noon on the 20th. We will meet as usual in Room 2057 of Kilcawley Center.

Several members have not been attending the meetings. In fact, we did not have a quorum on April 6th or on March 30th. According to the schedule forms that were turned in, noon on Thursday is a possible meeting time for all committee members. Thus, I am at a loss to explain this lack of attendance, especially since all committee members volunteered to work on this committee. If there is a problem, please let me know. (By the way, I appreciate those of you who have called to explain absences.)