

TO: Karen Simion, VPIA

FROM: Charles Aiseam, Curriculum Committee Chair

DATE: September 6, 2016

SUBJECT: 1st official meeting minutes and meeting dates for Fall 2016

The first meeting was held on August 22, 2016 and discusses the name change of the committee and was able to vote and approved on changing the name of the committee from Curriculum and Assessment Committee to Curriculum committee. Attached with the memo are the official minutes to our first meeting indicating that the committee did discuss and vote on changing the name of the committee.

Due to time constraints, the committee was unable to discuss the meeting dates for Fall 2016, therefore the Chair was tasked to modify the meeting dates and submit to members for review and comments. So meeting dates was modified and submitted and was reviewed, commented, and voted on our second meeting, September 5, 2016, to adopt the meeting dates for Fall 2016. Following are the approved meeting dates for CC committee of Fall 2016.

1. August 22, 2016: First Meeting
2. September 5
3. September 19
4. October 03
5. October 17
6. October 31
7. November 14
8. November 28

Please include the above-mentioned dates in our college calendar on the website.