Tuesday, February 23, 1988
Vol. 1987-88 No. 8
South Hall Conference Room

I. Attendance
Department Representatives

Dean of Academic Affairs
J. Rempson

Registrar
A. Glasser

Curriculum Coordinator
A. Fuller

Guests
E. Gaudio, J. Suarez

II. The meeting was called to order at 2:15 by Chairperson Ryan.

III. The minutes of December 8, were approved with the following corrections:
   p. 16 spelling: impact
   p. 16 ...see attachment p.18
   p. 17 add .... pp. 19-21

   The minutes of January 5, were approved with the following corrections:
   p. 23 .... the meeting adjourned at 3:15
   p. 24 .... spelling: labs.

IV. Old Business
Professor Todorovich responded to questions about the proposed increase in the number of Lab hours required for Physics 22.

V. New Business
A. The Department of Secretarial Studies made the first distribution for two new courses: Alphabetic Shorthand I and II. Professor Quinn received questions about these courses.

B. The Business Department made the first distribution for a revised Marketing and Management Curriculum. Professor Shopkow distributed course outlines for 3 new courses: Bus. 21, Mkt. 32, Mkt. 51, and for a revised course: Mkt. 33. An outline for a proposed Small Business Management Certificate Program was also distributed. Professor Shopkow received questions regarding these proposals.

VI. The Meeting was adjourned at 3:10 P.M. The next meeting is scheduled for Tuesday, March 8, at 2:15 P.M. in the South Hall Conference Room.

Respectfully submitted
Paula Schwartz, Secretary