Present: Lorena Ellis (Chair), Frank Cotty, Phil Pecorino, Roza Rusinek, Nora Tully, Kathleen Villani, Richard Yuster, Karen Steele (ex-officio), Margot Edlin, liaison from the Steering Committee

1. The minutes of the March 22, 2005 meeting were accepted as amended.

2. The Chair distributed a copy of the July 2004 e-mails from and to Tom Gerson and K. Villani re: the computer literacy requirement, for our review.

   The letter-of-intent for the proposed Medical Office Assistant AAS program was distributed to the Committee.

   The committee was urged to review the Powerpoint program on the Guide for Curriculum Members. Discussion followed concerning what information was essential in the submission process for new, revised, and discontinued programs and/or courses.

3. Computer literacy updates included the above mentioned e-mail. Phil Pecorino has a meeting scheduled with VP McCulloch on April 25 on the subject and will report their discussion to the Committee. This subject will be discussed at greater length during multiple meetings in May.

4. The next meeting will be April 19, 2005.

Respectfully submitted,

Nora M. Tully
Secretary of the Curriculum Committee