Minutes of the Meeting held on April 1, 2014

Present: A. Borrachero (Committee Chairperson), A. Kolios, S. Jacobowitz, L. Zinger, D. Klarberg, R. Yuster, Michael B. Reiner (Provost & Senior Vice President for Academic Affairs, ex-officio, President’s Designee), E. Tai (ex-officio, Steering Committee Designee)

Absent: M. Chauhan (Committee Secretary), E. Shinn Hong (Student Representative), Cartier Alonzo (Student representative)

1. The meeting was called to order at 2 pm in H-345.

2. The minutes of March 18th, 2014 were approved by the committee.

3. The Committee reviewed the revisions proposed for Office Administration Assistant Certificate, along with BU-907. The Committee recommended further revisions for BU-907 and postponed the vote on the certificate until such revisions are received.

4. The Committee reviewed the revisions proposed for AAS Computer Information Systems and recommended further revisions.

5. The Committee reviewed the new course proposal for LA 213 and recommended revisions. It also recommended that the course be submitted as regular rather than experimental.

6. The meeting was adjourned at 3.30 PM.

Respectfully submitted,

Aránzazu Borrachero