Minutes of the Meeting held on April 8th, 2014

Present: A. Borrachero (Committee Chairperson), M. Chauhan (Committee Secretary), A. Kolios, S. Jacobowitz, L. Zinger, D. Klarberg, R. Yuster, E. Tai (ex-officio, Steering Committee Designee), K. Steele (Vice President).

Absent: Michael B. Reiner (Provost & Senior Vice President for Academic Affairs, ex-officio, President’s Designee), E. Shinn Hong (Student Representative), Cartier Alonzo (Student representative)

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

2. Minutes of April 1, 2014 meeting were approved by the committee.

3. The program revisions of the Office Administration Assistant Certificate were approved by the committee. Some formatting changes were requested.

4. Course Revision of BU-907 was approved by the committee.

5. New Course: LA-213 (Intermediary Arabic I) was approved by the committee. Prerequisite change was requested.

6. The meeting was adjourned at 2.50 PM.

Respectfully submitted,

Moni Chauhan