Members in Attendance: J. Parker, N. Lewis, S. Studer, D. Jacobs, A. Stumpf, P. Martinez

1. Minutes from the October 17, 2002 meeting were reviewed and approved.

2. The first section of this focus area was reviewed and it was agreed that several members will work together to improve the description of faculty roles and responsibilities. It was also suggested that this be placed at the end of this section.

3. In the next section on academic quality and rigor several items were discussed.
   a. A link to the curriculum committee minutes will actually be a link to a table of contents of all the minutes to allow for bookmarking to particular minutes and places within those minutes.
   b. Dr. Jacobs will develop a discussion with some data about the improvement of students as a result of the English capstone course.
   c. In order to show an improved “ambience” in the classroom resulting from the emphasis on rigor, a chart will be added to demonstrate how rigor is maintained through suspending poorly performing students.
   d. Some additional discussion will be added regarding co-curricular programs

4. The section that discusses the General Education rationale will be updated following the receipt of the revisions from Faculty Senate.

5. The section on sequential progression of Evening College programs will be revised to include a link to the various prerequisites from the various programs.

6. Mr. Dacus will be asked to provide a discussion of the inclusion of evening college representatives on the student senate, etc.

7. The charts regarding Evening College retention and graduation data will be enhanced for easier reading. In addition, the discussions of the charts will be enhanced.
8. The lengthy section that enumerates all the steps regarding Portfolio development will be reduced to a brief discussion and a link to the details will be added.

9. Regarding integrating Adjunct faculty into the life of the institution, Dr. Skubik will be contacted for input.

10. For the final section regarding the future, Dr. Jacobs will check with Faculty Senate for input.

11. The next meeting will be scheduled in mid-December.

12. The meeting was adjourned at 4:01 p.m.