Members Present: Mary Crist, Jonathan Parker, Mark Wyatt, Kent Dacus, Amy Stumpf, Phil Martinez

1. Minutes from the October 10, 2002 meeting were reviewed and approved.

2. In the first section of this focus area it was agreed that Dr. Crist and Dr. Collins would work on the issue of graduate Faculty expectations. In addition, the discussion of multi-year planning needs to be enhanced by Mr. Howe.

3. Dr. Wyatt provided the committee with the draft guidelines for starting/dissolving a new program. Following review and comments on these guidelines, it was agreed they would be updated and provided to the Executive Council for approval. Once approved, a discussion of the plan will be added to this section of the focus area and a link to the actual guidelines will be added.

4. Mr. Howe will update the planning and budgeting sections.

5. In the section of faculty salaries the chart will be replaced by a graph with improved formatting and explanation. In addition, the bar graph on factored salaries will be enhanced with better labeling and explanations.

6. In the section discussing the Comprehensive University Plan (CUP), copies of each of the plans will be added as links along with the Education Plan.

7. Mrs. Stumpf will work on enhancing the closing section regarding the future.

8. The next meeting was tentatively scheduled for mid-December.

9. The meeting was adjourned at 11:01 a.m.