

## MEMORANDUM

**DATE:** January 19, 2005

**TO:** Academic Foundations Committee Members

**FROM:** Dr. Mark Hardt, Chair  
Academic Foundations Committee

**RE:** MEETING DATE, PLACE, AND AGENDA

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The next meeting of the Academic Foundations Committee will be held on Tuesday, January 25, 2005, at 3:40 p.m. in the Madison room of the SUB.

- I. Approval of Minutes  
December 7
- II. Discussion/Action Items
  - A. Faculty Notification of Committee/Academic Senate Decisions
  - B. Criteria for Course Inclusion/Exclusion
  - C. Advising Problems
  - D. The Assessment Instrument
  - E. How to Implement the Assessment Instrument
  - F. FYI—Revised Timeline:
    - Accept course submissions up to February 28, 2005.
    - Bring recommendations to Academic Senate no later than April 14, 2005.

MH/rjrm