

MEMORANDUM

DATE: November 1, 2004

TO: Academic Foundations Committee Members

FROM: Dr. Mark Hardt, Chair
Academic Foundations Committee

RE: MEETING DATE, PLACE, AND AGENDA

The next meeting of the fall semester of the Academic Foundations Committee will be held on Tuesday, November 9, 2004, at 3:40 p.m. in room B40 of the College of Technology.

- I. Approval of Minutes
October 19 and 26
- II. New CAS Membership Needed: **Natural Sciences**
- Any new volunteers?
- III. Discussion/Action Items
 - A. Guidelines Sheet for Departments
 - B. Criteria for Course Inclusion/Exclusion
 - C. Clear up revised Academic Foundations Proposal: Electives, other issues
 - D. The Assessment Instrument
 - E. How to Implement the Assessment Instrument
- IV. New Business

MH/rjrm