Faculty Senate Meeting
Tuesday, February 20, 2007
3:00 p.m. to 5:00 p.m.
Lee Hall Auditorium
Presiding, Dr. Mary B. Diallo, Faculty Senate President

Faculty Senators present at the meeting were as follows:

**Officers (Present)**
Dr. Mary B. Diallo, President
Dr. Mildred Fennal, Secretary
Dr. James Muchovej, Parliamentarian

**Senators (Present)**
Mrs. Ernestine Holmes
Attorney Jennifer Smith
Dr. Adeline Evans
Dr. Patricia Stampe
Dr. Robin Kennedy
Ms. Lisa McClelland
Dr. Rufus Ellis
Dr. Merlin Langley
Prof. Thomas Pugh
Ms. Della Daniels
Dr. Charles Wright
Dr. LaRae Donnellan
Dr. Trinetia Respress
Dr. Lekan Latinwo
Dr. Roscoe Hightower

Dr. Bidhan Saha
Dr. Maurice Holder
Lt. Col. Kelvin Scott
Dr. Velma Roberts
Dr. Deidre Powell
Dr. Shawnta Friday-Stroud
Dr. Ebenezer Oriaku
Dr. Angela Thornton
Dr. Patrick Johnson
Dr. William Tucker
Mr. Emma Denny
Dr. Barbara Barnes
Dr. Alfredo Lorenzo
Dr. Matthew Powers
Dr. Delores Lawson

**Ex-Officio (Voting) (Present)**
Dr. Lauren Sapp

**Senators (Excused)**
Dr. Dreamal Worthen
Dr. Keith Tucker
Dr. Donald Palm
Professor Beth Lewis
Dr. Beulah Hemmingway

Dr. Charles Ervin
Dr. Jane Barber
Dr. Henry Lewis III
Ms. Linda Williams
I. Call to Order: The meeting was called to order by Dr. Mary B. Diallo at 3:40 PM.

II. Opening Remarks:

Presidential Search—The Board of Trustees selected Dr. James Ammons as the next president of Florida A&M University. Trustee and Vice Chair William Jennings is representing the Board in contract negotiations with Dr. Ammons. The ratification of the selection of Dr. James Ammons as the tenth president of FAMU, as well as a contract offer should take place during the March 8th Board of Trustees meeting.

Faculty Senate Election of Officers—The Senate will select its officers next month. Dr. Diallo urged anyone who plans to run for office to declare his or her candidacy now because senators need ample time to evaluate each candidate.

Next month, each school, college, or institution should schedule an election of faculty senators. The Faculty Senate office has already sent a memo to all deans to remind them of this.

Teacher/Advisor of the Year and Advanced Teacher of the Year—The deadline for submitting applications was Friday, February 16. The Office of Academic Affairs received thirteen applications.

Fulbright U.S. Student Program—Please encourage students to consider applying for a Fulbright grant. Grants are available for graduate study, research, and teaching assistantships in more than 100 countries. Graduating seniors and graduate students are eligible to apply. More information is available at www.fulbrightonline.org or the Faculty Senate office, 305 Tucker Hall.

Fulbright Scholar Program/Fulbright Senior Specialists Program—These grants provide opportunities for U.S. faculty and professionals to teach or conduct research abroad. More information is available at www.cies.org or the Faculty Senate office, 305 Tucker Hall.

III. Approval of the Agenda: In preparation for approval of the Agenda, the following items were eliminated: “Committee on Committees Report and Fiscal Affairs.” The Senate approved adding the following items to the agenda: UFF negotiations update and the Pappas Report. The Pappas Report was added under new business. It was moved and properly seconded that the Agenda be accepted with changes.

IV. Approval of the Minutes: It was moved and properly seconded that the January minutes be approved with necessary corrections.
V. Committee Reports

A. Athletic Committee:

Attorney Ravenell reported on the NCAA Division 1 self-study of the Athletic Department. The Self-Study Committee includes President Castell Bryant, Dr. Keith Jackson, along with twenty-five faculty and staff members. The self-study will conclude May 2007. A team appointed by the NCAA will come to campus to evaluate the study for certification. Attorney Ravenell requested that the Senate recommend three more members to the Athletic Committee.

B. Curriculum Committee:

Dr. Maurice Edington presented documentation of the courses approved by the Curriculum Committee. It was moved and properly seconded that the Curriculum Committee report be accepted. Dr. Charles Wright questioned the process of submitting a course/requests for minor changes to a course description. He asked the Faculty Senate to consider reviewing the process. Dr. Maurice Edington said that a sub-committee has been formed to address new course requests and that it would recommend deadlines for requests.

C. Green Campus Committee:

The Faculty Senate Green Campus Committee is now a member of the FAMU Green Coalition. Dr. LaRae Donnellan reported that the film, An Inconvenient Truth, would be shown in the School of Journalism & Graphic Communication at 6:00 p.m. on Thursday, February 22, and that the Coalition would distribute free compact fluorescent light bulbs, donated by the City of Tallahassee, on Sunday, March 11. A report was also given on additional events that the Coalition will offer. The group will also start a recycling program.

VI. Unfinished Business

A. UFF Collective Bargaining Update

Dr. Barbara Thompson, UFF President, presented information on ratification of the contract. The contract was ratified by the faculty and will go before the Board of Trustees on March 8, 2007. The new contract will expire in 2009.

B. College of Pharmacy and Pharmaceutical Sciences Accreditation Update

Dr. Holder reported that College of Pharmacy is correcting the deficiencies noted by the accreditation team. The team will revisit FAMU in January 2008. The College of Pharmacy cannot do anything about the space and the hiring of faculty.
Dr. Wright suggested that factual information about the accreditation report should be made public. Dr. Holder stated that a corrected communication would be published.

C. Law School Accreditation Update

Attorney Jennifer Smith gave a report on the recent site visit of the American Bar Association Accreditation team. After a lengthy discussion, the Senate asked Attorney Smith to draft a summary report and present it to Dr. Diallo.

VI. New Business

Pappas Report

The Senate approved the following motion: The Faculty Senate opposes the recommendation for FAMU in the Pappas Report.

VII. Announcements

Dr. Walter Smith has been hired to work with Dr. Bryant in preparation for the presidential transition.

VIII. Adjournment

The meeting was adjourned at 5:10 PM

Respectfully Submitted
Mildred D. Fennal
Faculty Senate Secretary.
Faculty Senate Meeting
Tuesday, February 19, 2008
3:00 p.m. to 5:00 p.m., Lee Hall Auditorium
Presiding, Dr. Maurice Holder, Faculty Senate President

Faculty Senators present at the meeting were as follows:

**Officers (Present)**
Dr. Maurice Holder, President
Dr. Dreamal Worthen, Vice President
Dr. James Muchovej, Parliamentarian
Dr. Mildred Fennal, Secretary

**Senators (Present)**
Mrs. Ernestine Holmes
Dr. Charles Ervin
Dr. Patricia Stampe
Dr. Robin Kennedy
Dr. Charles Weatherford
Mrs. Almeta Washington
Dr. Ebenezer Oriaku
Ms. Linda Williams
Mr. Larry Wright
Dr. Ngozi Ugochukwu
Dr. Delores Lawson
Dr. Maurice Edington
Mr. Sylvester Peck Sr.
Ms. Raquista Claiett
Dr. Velma Roberts
Prof. Rhoda Cato
Ms. Della Daniels
Dr. Primus Mtenga
Dr. Shawnta Friday-Stroud
Dr. Franklin Hamilton
Dr. Bidhan Saha
Dr. Mary Diallo
Dr. Elizabeth Davenport
Dr. Raymond Hix
Dr. Merlin Langley
Dr. Rufus Ellis
Dr. Angela Thornton
Dr. LaRae Donnellan
Dr. David Jackson
Prof. Thomas Pugh
Dr. Lekan Latinwo
Dr. Gwendolyn Pugh
Dr. Kyle Eidahl
Prof. Beth Lewis
Dr. Charles Wright
Dr. Deidre Powell
Dr. Kinfe Redda
Dr. Matthew Powers
Dr. Roscoe Hightower

**Ex-Officio (Voting) (Present)**
Dr. Uche Ohia
Dr. Donald Palm

**Ex-Officio (Non-Voting) Present**
Dr. James Ammons
Dr. Cynthia Hugh-Harris
Dr. Robert Lemons
Mr. Rodner Wright

**Ex-Officio (Voting) (Excused)**
Dr. Lauren Sapp

**Senators (Excused)**
Dr. Maurice Edington
I. **Call to Order:** The meeting was called to order at 3:15 PM by Dr. Maurice Holder, President of the Faculty Senate.

II. **Approval of the Agenda:** It was moved and properly seconded that the Agenda be approved.

III. **Approval of the minutes:** It was moved and properly seconded that the minutes be approved.

IV. **Opening Remarks:** The opening remarks were postponed in lieu of the President’s presentation.

V. **President Ammons:** The information shared by the President was as follows: The President announced that it was the first day on the job for the Vice President of Public Relations. At 4:30 p.m. this afternoon, Sen. E. Lynn will present to the senate a plan on the budget for this year. The plea is to recommend a total of 4% cut for universities for the year. This is a presentation to the only one house, so there is no commitment that the above plan will be approved. The original budget cuts are still in effect. At the meeting tonight, the President of the Leon County delegation will present to the delegation the effects of the budget cuts on universities. It is possible that whatever happens this year, the next year cuts will be more severe. The President suggested that students be advised to take a full course load. The rationale is to promote graduation in four years. SACS will meet on March 25-27th. FAMU’s report is due on March 15th. The vote on probation status will take place in June. March 19th is FAMU day at the capital, students and faculty are encouraged to attend. Black History Convocation will be held on the 22 of February. Andrew Gilliam will be the Speaker. The Inauguration of the President will take place October 31 and Faculty and Staff will be asked to participate in the activities.

VI. **Dr. Cynthia Hughes Harris:** Provost and Vice President for Academic Affairs addressed the results of the emergency response system and the drill that occurred this morning. It did work. It was announced that the Tom Joyner tour would be on campus Thursday. Students will be coming to tour the campus and look at the university. The Provost discussed “who is on the list to be cut”. She stated that the list was a plan. The Deans were charged with the directive; how will you cut 4% from your budget? It would appear that it is the intent of the administration to garner savings from multiple sources i.e. positions that are vacant and not being filled. The Provost stated, “At this time the plan is on hold” The Dean vacancies were discussed. Search Committees are in place.
and have been notified how to proceed, and deadlines have been given. Vivian Hobbs is continuing as the Chair of the SACS reaffirmation committee. Leadership however, does have the overall responsibility for directing the project.

**Dr. Holder** asked who had been told about the budget and the plan for cuts. The response was, Dr. Ammons and the Board of Trustees. Dr. Harris announced that until further notice we are proceeding as usual.

**Dr. Eddington** expressed concerns that the faculty and the university was in dire danger, and asked about the status of summer school. The Provost stated that the courses that had to be offered in the summer would be offered. There will however be fewer courses and fewer classes offered in the summer school.

VII. **Dr. Holder’s** report consisted of the following information. Dr. Holder thanked Dr. Donnellan for doing such a good job with the Green Coalition. **Dr. Donnellan’s report will be sent to the secretary.** A resolution will be sent to the President whereby the Faculty Senate will be advising the President that the body agrees with the resolution sent to the Faculty Senate by the Green Coalition. It was moved by Dr. Kyle Edahl and properly seconded that the resolution be passed to the President for his use in formulating a resolution to be added to the Governor’s Green Initiative.

VIII. **Curriculum:** Dr. Edington reported that four new courses for the College of Engineering were approved by the Curriculum Committee. It was move and properly seconded that the courses be approved.

IX. **Constitution:** Dr. Holder and Dr. Muchovej reported the status of the constitution. This project is a carry over from last year. The Constitution has been revised and circulated. During the process of the readings and preparation for the vote to approve the constitution, President Ammons asked that the vote be postponed until further notice. The General Counsel has asked for time to study the document. Dr. Holder will meet with the General Counsel next week to find out the status of the document.

X. **Assessment:** The Faculty Senate expressed sympathy to Dr. Ohia who lost her father. A power point presentation was presented on the state of assessment. The report request that students be encouraged to use the FAMU e-mail address because this is an item
necessary in the evaluation plan. A report of the instruments used in assessment was also presented along with a handout.

Dr. Williams presented information on GEAC. The student evaluation of teachers form has been revised, the original eight questions remained, however seven new areas have been added. The new questions have been added to deal with the mandates of the state of Florida. The Faculty Senate will need to give input into the new questions. There are now forty-five questions instead of eight. There is a policy from NSSE where FAMU is participating in the initiative, which gives feedback to students about the evaluation. There was a request to put on the table “an assessment day” to be built into the culture. The Committee is asking the Faculty Senate to approve the evaluation. Dr. Kyle Eidahl questioned data being gathered on students without knowing why. It would appear that there were no directions given in regards to data being gathered. Dr. Langley questioned how will data gathered help a program. Will it enhance the program? How does the information help with funding? The response was “it could lead to funding” Dr. Donnellan asked about the new questions and if the process had changed. The response was that the process has not change about evaluation of a program. Dr. Muchovej reminded the senate that the old eight questions were part of the collective bargaining unit. A question of how the eight questions would be separated from the new thirty seven questions which is not part of the agreement, or how the legal part could be separated from the information part. Dr. Holder appointed Dr. Langley to the GEAC committee and Dr. Muchovej to the ILAC committee to ensure faculty senate involvement in both areas.

XI. FAMU Safety Unit, Dr. Charles Wright: The effort centers around safety based on the incidence of having so many students lost to car crashes. The focus is on African American males, but the project has transitioned to other groups. The project encourages the wearing of seat belts and discourages drinking and driving. A video titled “Safety Ride or Die” was presented to the Senate. It depicted the possible complications of drinking and driving. March 5th will be FAMU safety day. The Safety Committee then shared items with the audience and each senator was given a T-Shirt. Dr. Holder thanked Dr. Wright and wished the Committee well in their efforts.

XII. Library: Mrs. Ruth Swan reported on the efforts of the library in the past year based on the survey that was completed by faculty and students. She reported that the third floor of the library was now an area for quiet study. The second floor has been overhauled, the staff has been cross trained, and there is an effort to ensure access to data bases. Mrs. Swan asked that students and faculty be encouraged to
participate in the survey again this year. The survey is completed online.

XIII. Dr. Holder reported the results of the Board of Trustees meeting. A communication policy has been published. Information on separation and return (from administration to teaching) has also been established. Other minutes from the Executive Council were circulated by Dr. Redda. A suggestion was made that the Faculty Senate endorse a letter to the legislature and the Board of Governors regarding the budget cuts. The Senate was reminded that it had been asked to hold off activities that addressed budget cuts until more was known about the cuts.

XIV. Dr. Gragg acknowledged the Faculty Senate for the work and its cooperation with the Dr. Donnellan and the Green Coalition. Continued support was solicited.

XV. Adjournment: 5:17 PM

Respectfully Submitted,

Mildred D. Fennal
Faculty Senate Secretary

Rebecca Bruce
Office Manager
Faculty Senate Meeting
Tuesday, March 18, 2008
3:00 p.m. to 5:00 p.m., Lee Hall Auditorium
Presiding, Dr. Maurice Holder, Faculty Senate President

Faculty Senators present at the meeting were as follows:

**Officers (Present)**
Dr. Maurice Holder, President  
Dr. Dreamal Worthen, Vice President  
Dr. James Muchovej, Parliamentarian

**Senators (Present)**
Mrs. Ernestine Holmes  
Dr. Charles Ervin  
Dr. Raymond Hix  
Dr. Angela Thornton  
Dr. Joseph Johnson  
Mr. Larry Wright  
Dr. Ngozi Ugochukwu  
Mrs. Jeneice Williams Smith  
Dr. Maurice Edington  
Prof. Beth Lewis  
Prof. Rhoda Cato  
Dr. Primus Mtenga  
Dr. Shawnta Friday-Stroud  
Dr. Franklin Hamilton

**Ex-Officio (Voting) (Present)**
Dr. Bidhan Saha  
Dr. Elizabeth Davenport  
Dr. Merlin Langley  
Ms. Linda Williams  
Lt. Col. Kelvin Scott  
Dr. David Jackson  
Dr. Kandy Woods  
Dr. Lekan Latinwo  
Dr. Gwendolyn Singleton

**Ex-Officio (Non-Voting) Present**
Dr. James Ammons  
Dr. Henry Lewis

**Senators (Excused)**
Dr. Mildred Fennal  
Dr. Almeta Washington  
Prof. Thomas Pugh  
Dr. Mary Diallo  
Dr. Rufus Ellis

I.  **Call to Order:**  
The Faculty Senate President called the meeting to order at 3:22 p.m. Dr. Holder asked President Ammons to come forward and give his comments. President Ammons began by announcing that SACS second visit would be on March 25-27, 2008. This will be the second monitoring team from SACS. They will decide if FAMU will be removed from probation. The vote will be in June. Additional comments from the president included the following:
• House Bill 7009 – The governor signed HB 7009 last week, which concerns budget reductions. Pay attention to this bill.
• The good news is that the budget cuts have been kept to 3.8%.
• The cuts we had at the beginning of the year will be all the cuts for this academic year.
• We will have summer school.
• We need to be concerned about next year’s budget. It will be a few years before we have revenue back up to 2005-2006 level, maybe in the 2010-2011 academic year. The rest of this fiscal year (2007-2008) is okay.
• PECO funds are down – $49 million down.
• There are five projects on the list to be funded, including, Pharmacy, New Gym, Tucker Hall, Gore and Jones Hall.
• Students are not taking enough credit hours mainly at the undergraduate level. We are funded 8,500 FTE, 8,000 is where we came in this year.
• We need to realign our enrollment for next year’s cuts if the Legislature allows this. Presently, the ideal is not going over very well.
• Next year’s cuts will be very serious and will include the academic units.
• The Task force work is completed—our finances have been turned around. We had a favorable report submitted.
• The president discussed the article in the Democrat on over paid and under paid Faculty salaries and reimbursements to the University.
• Dr. Ammons thanked all who helped on the Bus Tour. He stated that there is still excitement about attending FAMU. Students were awarded 104 scholarships on the tour. The monies were not given out at random. Student had to meet the requirements of 1100 on the SAT, 23 on the ACT and a 3.0 grade point average. 15 scholarships were given out in North Carolina. Four life gets better scholarships were awarded.
• Senate Bill 2308 and 7205 are bills for reorganizing the education system. The Governor will make all appointments. The Board of Trustees will not have the same power.
• The President thanked all who contributed to the Tom Joyner Foundation. 900,000.00 have been collected. All money will go to scholarships, you are invited to contribute it you have not done so. We have until the end of the year to reach our goal of 1.3 million dollars for scholarships.

Q&A for the President

Dr. Johnson: Mr. Johnson had a two part question. He began with comments concerning spreading the “good news” about FAMU. He asked the President to stimulate this.

President Ammons: The president responded that Dr. Johnson was wrong to assume that the reason good news about FAMU is not getting out is because we are not doing our part. He stated that we are not in charge of what is printed or not printed. The president also stated that we have a very active Public Relations Department and we are doing our part.

Dr. Holder: The question asked was what are our alternatives to getting good information out?
President Ammons: We are having a Media Forum. When the editors come out, it was suggested that the faculty let them know how they feel about this issue.

Dr. Johnson: The second part of Dr. Johnson’s question was about retention. He stated that for the past 12 months, we have addressed retention but the students need to be brought in. The question was “How are we going to fund recruiting?”

President Ammons: The president agreed that we have to look at different ways to fund recruitment.

Dr. Worthen: Dr. Worthen commented that CESTA research grants have a component for assistants or scholarship and other schools and colleges may be able to do this also.

Raymond Hicks CESTA – Tuition /Tuition waivers are not available and this is a problem in retention of students.

Dr. Latinwo We need to be serious about our Graduate programs. He was speaking for Biology but knows that Chemistry also has the same need of faculty to teach undergraduate classes. There is a 1:200 ratio now. Graduate Faculty and undergraduate faculty members are needed, as well as labs and office space.

President Ammons We will look at that, but with the fiscal issues we may not be able to bring in new faculty, we may even have to lay off some.

Dr. Redda Discussed how faculty could collaborate on research and research space with dual appointments.

President Ammons The president commented that the retreat time might be used to place these issues on the agenda.

Dr. Eddington Spoke concerning stem areas and recruiting in graduate programs. Reallocate what resources we have. Main issue was cutting when the program is growing.

The Q&A session ended with President Ammons stating that he is concerned about the location of everyone once the renovations of Jones Hall start.

II. Approval of Agenda
President Holder called for the approval of the agenda. It was moved and seconded that the agenda be approved. The agenda was approved.

III. Approval of February Minutes.
President Holder called for the acceptance of the minutes from the February 19. It was moved and seconded that the minutes be accepted with necessary corrections. With one correction on 6-B to change the word affect to effect, the minutes were accepted. Committee reports were requested by the Faculty Senate President.

IV. Committee Reports
A. Dr. Maurice Edington reporting for the Curriculum Committee stated that the committee received 45 requests for curriculum changes. The committee recommends the course changes presented. It was motioned and seconded to
accept the committee’s recommendations. With no questions, the motion was approved.

B. Dr. Lekan Latinwo, The Teacher/Advisor of the Year Chairperson reported that the 2007-2008 Teacher of the Year committee received 9 nominations, 7 applied and 5 qualified the criteria were read. There were 5 nominations for Advisor of the Year, 2 qualified. The undergraduate awards will be announced at the next meeting.

C. Dr. Francis Stallworth reported for the Advanced Teacher of the Year Committee. The committee received three applications. The interviews are underway. On Thursday, March 20, 2008, the recommendation will be forwarded to the Provost/Vice-President’s office.

V. New Business
QEP Update. President Holder called on Dr. Dreamal Worthen to present on QEP. Dr. Worthen made following announcements concerning QEP. Everyone is on board about what QEP stands for: Quality Enhancement Plan (2.1.2 in the document). The theme is Enhancing Performance in Critical Thinking Students must be aware of QEP. Dr. Ohia was asked to speak about assessment. She announced that March 20 is assessment day. She is looking for students who took the MAPP test in the fall 2006 to come back to take the post test. She stated that without the post test, there is nothing to compare and she really needs our help to locate the students who took the test earlier. Dr. Holder encouraged the faculty to please help find the students who took the earlier test so that they can be administered the post test.

VI. Budgetary Cuts/Effect on Colleges.
Dr. Holder introduced the next section by stating that there are two important things facing student in Florida, one is budgetary cuts and two is the reorganization of the State University System. He then presented Dr. Henry Lewis to speak on budget cuts. Dr. Lewis stated that President Ammons had covered our present budget cuts. He asked that we record the following numbers:

- $7,318.00 allocation for Freshman/Sophomore FTE taking 15 credit hours
- $9,762.00 allocation for Juniors/Seniors FTE taking 15 credit hours
- $20,771.00 allocation for Master student FTE taking 9 credit hours (Grad I level)
- $37,881.00 allocation for Doctoral students FTE taking 9 credit hours (Grad II level)

These figures represent a formula used in allocating funds to the university. We receive state allocations and tuition to fund the school. Each year a recommendation is made that we will have X number of students (credit hours). We have missed our projection for the last three years. In addition, students who are here are not taking 15 credit hours. Dr. Lewis stated that in Pharmacy, he has signed 72 withdrawals. The dollar amounts for these 72 withdrawals have to be given back. We do not have enough graduate level
courses. We need to find ways to keep the students we have and make sure they are taking enough credit hours. Dr. Lewis ended with the statement that at this time revenue from building and revenue from tourism (high gas prices) is affecting the money in Florida. The following comments were added to Dr. Lewis’ presentation:

- Dr. Palm asked about Performance formulas, rewards for graduating students in four years & graduating African American students in four years. Recruiting Community College Students and the impact of Enrollment with budget cuts?
- Dr. Worthen commented that we must make sure that the process is in place for smooth transition from Community Colleges and the economic impact – access and resources for out of state students.
- Dr. Washington spoke about other things effecting enrollment.
- The quality of students is going down. They cannot pass-hence they leave the University.
- We have a lot of working undergraduate students – they work more hours than they are enrolled in school.
- Awards & waivers are not comparable with the other State University School.

VII. Distance Learning
Next, Dr. Holder introduced Mr. Joe Roache to speak on Distance Learning. Mr. Roache commented that the use of technology is the key to instruction today. Students expect this type of instruction. We are using Blackboard; however, our Blackboard system must be upgraded. He estimated a $100,000.00 range for moving to the Enterprise system. We presently pay 45,000.00 for the basic Blackboard system. Training on Blackboard is available through the IMC for faculty. We presently have Captivate, Camtasia and Illuminate (streaming video software). The Distance Learning webpage is available from the FAMU webpage. Faculty members were urged to develop and submit distance learning courses.

During the Q&A period, Dr. Henry Lewis commented that permission would be needed from the Provost and Vice President level to assign course development as a part of a faculty member’s annual assignment.

VIII. Adjournment
The meeting adjourned at 5:07 p.m.

Respectfully submitted,

Mrs. Jeneice Williams Smith
Acting Secretary
Rebecca Bruce
Office Manager