

# **ACADEMIC COUNCIL**

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Meeting Minutes  
February 4, 2003

TIME: 1:00 P.M. to 2:30 P.M.  
PLACE: Board of Regents Conference Room

## **AGENDA**

1. Review and adoption of 2/4/03 Agenda
2. Review and adoption of previous meeting minutes
3. New Business
4. Old Business
  - a. JA 103
  - b. Guide to Preparing Program Proposals and Course Guides
5. Other Issues
6. Schedule of next meeting

## **MINUTES**

Academic Council Chair Sallie Sablan called the meeting to order at 1:05 P.M. in the Board of Regents Conference Room. Members present were Lynda Rowe, Lois Gage, John Griffin, Danny Wyatt, Larry Oney, and Tony Satur representing Jerome Jerome. Lourdes Villazon was present as recorder.

### **1. Review and adoption of Agenda for today's meeting:**

Action # 1: It was moved, seconded, and unanimously approved to accept the Agenda as presented.

### **2. Review and adoption of minutes of previous meetings:**

Action # 2: It was moved, seconded, and unanimously approved to accept the January 28, 2003, minutes without any changes.

### **3. New Business**

### **4. Old Business**

#### **A. JA 103 "Conversational Japanese for Special Purposes"**

Action # 3: It was moved, seconded and unanimously approved to recommend the Curriculum Action Request/Course Guide for **JA 103 "Conversational Japanese for Special Purposes"** pending additional

amendments. It was initially approved on the January 3, 2003 meeting, resubmitted due to significant modifications.

Council members have decided to review the Guide to Preparing Program Proposals and Course Guides independently and forward recommendations to Danny Wyatt, Chairperson of the Languages, Literature, and Communications Department, who will incorporate the recommendations. The deadline for submission of recommendations is February 28, 2003. Danny will bring the revised Guide to the March 4<sup>th</sup> meeting for final review.

## **5. Other Issues**

## **6. Schedule of next meeting:**

- The next meeting is scheduled for February 11, 2003.

The meeting adjourned at 1:45 P.M.