Assembly Members Present: Robert Barrett, Dave Clevenger, Suining Ding, Iskandar Hack, Bongsu Kang, Matt Kubik, Yanfei Liu, Gyorgy Petruska, Mark Temte, Deandra Travis.

Assembly Members Absent: Reynaldo Pablo.

Assembly Member Excused: Suleiman Ashur, Chao Chen, Hongli Luo, Dina Mansour-Cole.

Call to order
The meeting was called to order at 12:01 p.m. by Chair Barrett.

Approval of the Minutes
S. Ding found one spelling correction. The secretary said she would make the correction and the 12/1/08 minutes were approved as written.

Report of presiding officer
- Diann Keele is going to be the Administrative Assistant to the Finance Budget Director and Secretary to the Centers and Judy Baker was introduced as her replacement. The committee individually introduced themselves and their positions.
- The Dean was unfortunately out of town and unable to attend the meeting.
- Meeting with the Dean:
  Chair Barrett handed out an attachment regarding feedback on his meeting with the Dean. Item #4 lists the topics to be discussed at the February meeting. Next month the Dean should know a little more about the budget situation. The agenda will be the Deans general comments, discussion of Item #4 list and then the meeting will be opened up for questions.
- The Vice Chancellor for Academic Affairs, Bill McKinney, will join us at the March 2 Assembly meeting.
- Lubo Stanchev took a 6 month leave of absence to Windsor, Canada and Mark Temte is filling in for him. Add Mark Temte to mailing list.
- The chair asked Judy to send copies of the President's letter regarding the financial crisis along with the minutes. The 1% increase for universities is gone. February and March meeting with the Dean and the Vice Chancellor should provide much feedback regarding budget cuts. It is the job of the Assembly to inform the faculty in your departments the budget feedback.
- The survey on Chairs will soon be given out. The issue from an Assembly standpoint is to encourage the faculty to respond in order for the Dean to learn about the chairs.

Acceptance of the agenda
The agenda was accepted as written.

Nominating
No report. Mark Temte has volunteered to take Lubo’s spot on the nominating committee. Mark will call a meeting of the committee. A new chair of the nominating committee needs to be elected since Lubo was the chair.
Old Business

- **Curriculum Committee**
  Remind your department the deadline for curriculum changes from the departments to the committee is March 1. The committee presents them at the April meeting.

- **Educational policy**
  M. Kubik presented the changes for the Constitution and By-laws. Everyone should have received this copy and the committee is asking for feedback regarding these changes. In order to vote on the changes at the February meeting all questions should be given to Matt and resolved before the February meeting. The changes for the Constitution and By-laws will be resent to the Assembly. Next the Educational committee will work on the college mission statement and assessments. These will be submitted next month for your review.

- **Faculty affairs**
  S. Ding reported on the faculty work load document. This addresses the Faculty Option A & B. I. Hack said there should be copies of the options somewhere. S. Ding will check with the Deans secretary. There also might be some helpful information in Senate documents. She will check with J. Peterson. S. Ding will meet with her committee and report back to the Assembly in February. M. Kubik pointed out this document will serve as a guideline for the chairs. It cannot take the place of any Senate document or University document.

New Business

I. Hack made a motion to make Judy Baker the secretary to the College Assembly of Representatives. Motion was seconded and unanimously approved. Diann will assist Judy for the remainder of this year. M. Kubik proposed the Assembly place in the minutes a motion of gratitude for the years of service Diann has given to the Assembly.

The general good and welfare of the College

Adjournment

The meeting was adjourned at 12:30 p.m.

Next meeting

February 2, 2009 in ET 206 at noon.