
Guest: Iskandar Hack (Curriculum Committee representative)

Call to order
The meeting was called to order at 12:10 p.m. by Chair Kubik.

Approval of minutes
The November 5, 2007 minutes were approved as written.

Report of presiding officer
No report at this time.

Acceptance of the agenda
The agenda was approved as written.

Old business
No report.

Committee reports
Nominating Committee
No report.

Educational Policy Committee
Suleiman Ashur reported that his Committee is finishing up reviewing document 90-91-9, Evaluation of a Department Chair. He should have a report at the next meeting.

Faculty Affairs Committee
No report.

Curriculum Committee
Iskandar Hack reported the Curriculum Committee reviewed, voted on and recommends for approval the following four changes.

- MCET-ARET A.S. Program Curriculum Change
- MCET-CNET B.S. Program Curriculum Change
- ECET- B.S. CPET Information Technology Option
- ENGR-BSME Curriculum Changes

The proposed changes were reviewed, voted on and approved by the ETCS Assembly members. The paperwork will be forwarded to the appropriate areas.
Discussion was held regarding the reviewing of Curriculum changes. Members felt they should have time to review the changes before they voted on them at the December and April Assembly meetings. After much discussion the following motion was made by D J Marshall:

**Motion:** “In the future, one week in advance of the Assembly meeting, the Curriculum changes will be forwarded to the Assembly members along with the agenda for the next meeting.”

The motion was seconded by Lubomir Stanchev, voted on, and carried. This process will start with the April 2008 Curriculum changes.

**New business**

*Graduation lists approval*
Graduation lists were reviewed by the various departments and accepted by the Assembly. The graduation lists will be kept on file with the December 2007 minutes. Discussion was held as to the importance or why the Assembly approves the graduation lists. These lists are not accurate until the end of the semester. Chair Kubik asked the Educational Policy Committee to look into why and what importance it is for the Assembly to approve the graduation lists.

*Determination of January meeting*
It was decided not to have a January meeting since there is nothing on the agenda and the faculty will just be returning from the holiday break.

**The general good and welfare of the College**
There will be a retirement celebration for Ken Modesitt today from 4:30 - 6:30 p.m. in ET 246. Please try to stop by and wish Ken and Jan well. G. Steffen suggested that the Assembly acknowledge the retirement of all ETCS faculty when they retire in the minutes. L. Stanchev made the following motion:

**Motion:** “The Assembly recognizes with gratitude and appreciation the services of Dr. Kenneth Modesitt to the College of ETCS.”

The motion was seconded by D J Marshall, voted on, and carried by the Assembly.

**Adjournment**
The meeting adjourned at 12:45 p.m.

Diann Keele
ETCS Assembly Secretary