
Assembly Member excused absence: Brenda Groff, Hongli Luo

Call to order
The meeting was called to order at 12:03 p.m. by Chair Matt Kubik.

Approval of the Minutes
B. Dupen requested a correction in the minutes regarding development of a format for submitting Form 40’s to the Assembly. Secretary will make the correction. A motion was made and approved by the Assembly to approve the December minutes at the March meeting.

Report of Presiding Officer
Review of the yearly plan for the Assembly:
- Form 40’s submission format - in progress
- College Statement of Mission – no progress at this time
- Curriculum Committee – A motion to grandfather graduate curriculums that were not submitted to the Assembly and that future changes to graduate curriculums go through the Assembly.
- Brenda Groff will be replacing Dina Mansour Cole as OLS representative to the Assembly for the remainder of the year.
- Remind to the Committees of Spring deadlines:
  - Curriculum Committee – Curriculum Documents
  - Faculty Affairs – Faculty Awards
  - Nominating Committee – Vote for officers for next year in April

Acceptance of the agenda
The agenda was accepted and approved.

Old Business
- Faculty Affairs Committee submitted Document 90-1 for changing of the process of consideration of the College Awards in Excellence in Teaching, Research and Service. After discussion a motion was made and approved to resubmit Document 90-1 to the Assembly in March. The following possible considerations were discussed:
  1. Eliminate the pre-screening committee.
  2. Awards committee consists of a representative from each department.
  3. Dean of College removed from selection process.
  4. Eliminate awards selection committee member from other Colleges.
  5. Chair of Assembly to serve as Chair and non-voting member of the awards selection committee. If Chair submits application then Vice-Chair of Assembly would serve as Chair of committee. If both submit applications then chair of Faculty Affairs committee would serve as chair.
Committee Reports

- **Curriculum Committee** – Iskandar Hack, Chair
  Curriculum documents are due March 1st. One document has been turned in to the Curriculum Committee.

- **Educational Policy Committee** – Barry Dupen, Chair
  No report.

- **Faculty Affairs Committee** – Mohammad Alhassan, Chair
  Cafeteria Evaluations are a work in progress.

- **Nominating Committee** – Lubomir Stanchev, Chair
  No report.

- **P & T Committee** – Hosni Abu-Mulaweh, Representative
  No Report.

New Business

- Four Form 40’s for CEIT were *approved by the Assembly*: ECET 205, ECET 302, IST 160, IST 270 – all change in course requisites

The general good and welfare of the College

- I. Hack reported on the Dean’s search. Telephone interviews were held with 9 candidates at which time the committee narrowed the search to 7 candidates. The next step is to narrow the selection to 4 for on campus interviews. Chair Kubik encouraged the Assembly to attend the interviews of the Dean candidates.

Adjournment

The meeting was adjourned at 12:48 p.m.

Next meeting

March 1, 2010 in ET 206 at 12 p.m.