

Guest: Nick Heyerly (high school student shadowing Gary Steffen.)

Call to order
The meeting was called to order at 12:05 p.m. by Chair Kubik.

Approval of minutes
The October 1, 2007 minutes were approved as written.

Report of presiding officer
Assembly Document Review progress
Chair Kubik reported that he is about half way through reviewing all of the minutes and assembly documents from the 70’s on. He is finding that many of the changes that have passed are in the assembly minutes rather than in a separate file. His hope is to separate them out and have a folder just for changes. This will make it easier to review in the future.

Acceptance of the agenda
The agenda was approved as written.

Old business
There is no old business.

Committee reports
Curriculum committee
There was no one present from this committee. Any new curriculum changes will be presented at the December meeting.

Nominating committee
No elections at this time.

Educational Policy committee
Suleiman Ashur reported that the committee is waiting on documents that need reviewing. Chair Kubik asked that they review 90-91-9, Evaluation of a Department Chair. It was suggested they go on line to check the evaluation form that Arts and
Sciences use. This form is in correlation with the vice-chancellors list of duties for a Department Chair.

*Faculty Affairs committee*
No report at this time.

**New business**
Chair Kubik welcomed Essam Zaneldin as the newest assembly representative.

**The general good and welfare of the College**
Paul Lin mentioned the email from Dean Voland regarding the shift of IS to ECET. Gary Steffen told the assembly that a Task Force committee has been put in place in order to make a smooth transition. The committee hopes the merge can take place in July, 2008. Chair Kubik asked if there was any role in the merger that the assembly needed to be involved in. Gary Steffen said it was a bit premature at this time but possibly later in the process there might be.
Chair Kubik explained in detail the email from Dean Voland regarding the Remnant Trust Project. He hopes each assembly representative will talk with colleagues about this great opportunity to earn one of ten $500 professional development awards. It would be really great to see some winners from ETCS. Good Luck!

**Adjournment**
The meeting was adjourned at 12:15 p.m.

Next meeting will be December 3, 2007 in ET 206 at noon.

Diann Keele
ETCS Assembly Secretary