School of Business Curriculum Subcommittee Meeting, March 16, 2011.

Present: Don Adams (Philosophy), Lisa Frank (Finance), Joo Eng Lee-Partridge (Management Information Systems), Dan Miller (Management & Organization)

1. Meeting called to order at 1:00 PM (Dan Miller)

2. The minutes of the February 16, 2011 meeting were approved.

3. New Business
   a. AC 211 pre-requisite: Tabled for lack of department representative.
   b. Senate-Mandated Review of By-laws (Curriculum Committee): The Committee agrees to the changes described at [http://www.ccsu.edu/page.cfm?p=7363](http://www.ccsu.edu/page.cfm?p=7363), with the following suggested amendments:
      i. Membership, Item 1.2.1:
         1. Suggest wording be “if an academic department fails to submit the names of the departmental representative and alternate by [insert appropriate date], the department chair will be the interim representative.
         2. Add that members usually may not serve more than 3 consecutive terms, to be consistent with Faculty Senate By-laws.
      ii. Membership, Item 3:
         3. Have the student representatives appointment by the subcommittees or the Student Government, rather than by the Deans.
         4. Change the language to “at most 5 students.”
         5. Absences should be noted in meeting minutes, by department.
         6. If a department is not represented at two consecutive meetings, the Curriculum Chair should send a friendly notice to the Department Chair, Dean and Provost that the Department’s interests are not being represented.
      iii. Membership, Item 4:
         7. Since the committee is not functioning, request removal of the Chair of the IASC from the wording.
      iv. Organization, Item 1:
         8. Suggested wording: The Curriculum Committee shall organize itself at the regular May Curriculum Committee Meeting, electing its Chair (two year term) and Secretary (one year term) from among those members representing academic departments, and fix its time and place of meeting.
      v. Functions and Responsibilities, Item 1:
         9. Proposals may come from many sources. It is our responsibility to put items on the agenda and act on them. We should distribute the agendas more widely. We propose an e-mail to all faculty members informing them that a new agenda is available and include the web link to the agenda.
The meeting adjourned at 1:36 PM

Respectfully submitted,

Lisa Frank

Secretary, School of Business Subcommittee