

EPCC Minutes

October 17, 2006

Attendance:

Ken Wheeler	Sarah Witte	Jeremiah Dow (student)
Mary Koza	Karen Clay	
Nancy Knowles	Colleen Johnson	
Dea Hoffman	Janet Jessup (student)	

Discussion items:

1. It was requested to officially add the Library Director as an ex-officio member. Colleen will request that this change be made to the constitution to change the current language.
2. It was suggested by Karen Clay to have an addition to the Request New Course Form. She would like the opportunity to review the library resources associated to the addition of a new course. She recommended that the form be submitted to the library to verify the current/necessary resources and the impact the new course would have on the library. She would like this information prior to the form being brought to the EPCC meetings.
3. It was suggested that an invitation to the Deans and division chairs be extended to involve them in this discussion and the current process for identifying and approving costs associated to requests brought forward to EPCC.
4. The syllabus template needs to be updated to include an area to list the prerequisites required.