

**Approved Minutes**  
**Undergraduate Curriculum and Policy Committee**  
Tuesday, September 6, 2011  
215 Morris Hall  
3 - 5 pm.

---

Present: L. Baures, D. Casella, R. Dass, R. Nickerson, G. Reid, A. Kuzma,  
Guest: C. Tomany  
Absent: R. Kapadia

**Business:**

1. Sub-Meet Members were announced. They include Claudia Tomany, Henry Morris, Harry Krampf and Marcius Brock
2. Sub-Meet dates for this academic year were scheduled for the third Tuesday of September, October, November, January, February, March and April .
3. The 2011-2012 Curricular Deadline Letters was reviewed. The CDS will open on September 16, 2011.
4. Course outline procedures were discussed and approved.
5. Remaining 120 conversions were discussed. Accuracy of list will be updated.
6. Claudia Tomany – and other Sub-Meet members – will be included on mailing list for Sub-Meet minutes.
7. Meeting was adjourned at 5pm. Next meeting will be announced.

Respectfully Submitted:

Rhonda Dass