

**UNIVERSITY STUDIES MINUTES**  
**September 5, 2012**

Present: Carrell, Eierman, Garrison, Jones, MacWilliams, Mihalick, Roth, Sanderberg, Slagter  
Excused:  
Absent:

Administrative Representative: Carleen Vande Zande  
Academic Staff Representative: Rick DCamp  
Oshkosh Student Association Representative: Casperson - absent

Guests: Kate McQuillan

Lori Carrell called the meeting to order at 1:52 p.m.

- I. Introduction of Members:  
Introductions were made by members and those present.
- II. Election of Chair –  
Christine Roth nominated David Jones, Mike Eierman seconded. David Jones accepted.  
Question was called for David to be chair, all in favor. Passed.
- III. New Business
  - A. Policies & Criteria set -  
AVC Vande Zande distributed a copy of GOV 3.2 to highlight the role of the committee and the importance of having a set policy and criteria for reviewing courses and programs. The committee then discussed and went over the overall task, charge, process and expectations for this new committee and its responsibilities.  
  
Lori then went on to explain the first year experience piece as well as noting the collaboratively constructed 'embedded first-year experience expectations' for Quest I disciplinary courses.  
  
The committee discussed the possibility of everyone reviewing the same five courses this week, with a common check list, and the discussing the review process at the following meeting to assure that everyone is doing this in a similar fashion. Kate said she would create a shared folder with the five course documents and the checklist for the committee members to use.
  - B. Titan Apps review process –  
The committee was shown via a projector the process needed to log in and review the documents that they will be reviewing weekly.
- IV. Items from Members –
  - A. Committee members were informed that it is important to let April know if you will be not be in attendance at the meeting. If you let her know ahead of time, you will be recorded as excused, if not you will be recorded as absent. Also noted was the quorum rule of half plus one and the importance of attendance.

Meeting adjourned at 2:50 p.m.

April Dutschek  
Recorder