Members Present: John Manning, Tony Tan, Rick Austin, Karen Colucci
Members Absent: Haichun Sun, Liliana Rodriguez-Campos
Ex-officios Absent: Mike Stewart, Paulette Walker
Others Present: Lora Crider

1. **Call to Order/Welcome** .............................................................. Rick Austin, Chair

2. **Review of 09/11/09 Minutes**
   There was a motion made by John Manning to approve the meeting minutes. The motion was seconded by Tony Tan. A vote was taken and the meeting minutes passed unanimously with no abstentions.

3. **Reports:**

   **Children's Festival**
   Paulette was absent and the date of the Children’s Festival will be Saturday March 6, 2010 at the College of Education.

4. **New Business**
   **Undergraduate Catalog Changes**
   John Manning asked everyone to be aware of the short turn around time. Rick Austin reminded everyone about using the proper format, having a contact person and that all changes have to have been through the entire approval process, not just through the college process.

   **Online Undergraduate Course Submission System**
   The Undergraduate Office is due to go to a full online course/program submission system. The system will be a mirror of the Graduate System which is currently being phased in now. Lora will try to get a copy of the online form that will be used.

5. **For the good of the Order.**
   Nothing new.

6. **Adjournment.**
   John Manning made a motion to adjourn the meeting and the motion was seconded by Karen Colucci.

Original Attachment:
Copy of 09/11/09 Meeting Minutes