

Kutztown University
Research Commons at Kutztown University

UCC Minutes

Kutztown University Curriculum Committee

10-26-2006

UCC Minutes October 26, 2006

Kutztown University Curriculum Committee

Follow this and additional works at: <https://research.library.kutztown.edu/uccminutes>

Recommended Citation

Kutztown University Curriculum Committee, "UCC Minutes October 26, 2006" (2006). *UCC Minutes*. 34.
<https://research.library.kutztown.edu/uccminutes/34>

This Archives Document is brought to you for free and open access by the Kutztown University Curriculum Committee at Research Commons at Kutztown University. It has been accepted for inclusion in UCC Minutes by an authorized administrator of Research Commons at Kutztown University. For more information, please contact czerny@kutztown.edu.

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE OCTOBER 26, 2006 MEETING

Randy Schaeffer called the meeting to order stating there was a quorum.

Present: Randy Schaeffer (Chairperson), Vera Brancato, Kristin Bremer, Susan Czerny, Mark Dinger, Johanna Forte, Karen Kresge, Christine Lottes, Debra Lynch, George Paterno, Elizabeth Rogol, and Peg Speirs.

Absent: College of Graduate Studies Representative, Bashar Hanna, Matthew Hess, and Undergraduate Student Representative.

Also in Attendance: Paul Ache, Regis Bernhardt, Karen Blomain, Janice Chernekoff, Fred Garman, Mary Laub, Perry Lee, Roxane Rix, and Daniel Szilagyi.

GENERAL ANNOUNCEMENTS

R. Schaeffer announced that there will be a continuation meeting held on Tuesday, October 31, 2006, at 11:00 a.m. in Old Main 138, if needed.

MINUTES

It was moved by D. Lynch and seconded by C. Lottes to approve the minutes from the September 28, 2006 meeting. MOTION PASSED.

OLD BUSINESS

APSCUF-KU Representative Council expressed concern over the proposed bylaw changes submitted by the UCC. In particular, the Council asked for rewording of the proposed assessment component (Bylaws: XIII.A.4) since the proposed phrasing could be interpreted to infringe upon “academic freedom and professional standards with the academic disciplines.” In addition, the reference to the UCC Web site might be “misinterpreted as a prescribed list of instruments necessary for UCC approval.” In response to APSCUF concerns, the requested change to “Section XIII. Proposals, Section A.4. Assessment” has been amended to:

A list of the instruments used to assess students’ achievement of the course objectives must be included. The composition of this list and the nature of the assessments themselves are at the discretion of the submitting department.

The amended language will be presented to APSCUF Representative Council November 16 for approval. C. Lottes questioned the status of the proposed procedures for Educator Workshop (EDW) courses included in the proposed bylaws. R. Schaeffer noted EDW courses are currently submitted as Selected Topics courses and may only be offered twice. If the bylaw changes are

not approved by APSCUF, the problem of EDW courses that would be offered for a third time this summer will need to be addressed at a later meeting.

It was moved by D. Lynch and seconded by J. Forte to consider and approve the proposed changes to the bylaws. MOTION PASSED.

NEW BUSINESS

College of Graduate Studies

Current #: BUS 0715
Course: Course Revision: ACC 520, Management Accounting Control Systems (Effective Spring 2007)
Proposal: Change in course description and course syllabus.
Comments: R. Schaeffer reminded the committee if the *only* change in a course proposal is the addition of an assessment section, submit *only* the assessment piece with a cover sheet. To conserve time and resources, the entire proposal does not need to be submitted.

It was moved by D. Lynch and seconded by M. Dinger to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0716
Course: Course Revision: ACC 521, Tax & Financial Planning (Effective Spring 2007)
Proposal: Change in course description and course syllabus.

It was moved by D. Lynch and seconded by M. Dinger to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0737
Course: Course Revision: FIN 530, Financial Management: Theory & Practice (Effective Spring 2007)
Proposal: Change in course description and course syllabus.

It was moved by D. Lynch and seconded by M. Dinger to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0738
Course: Course Revision: FIN 533, Investment Management (Effective Spring 2007)
Proposal: Change in course description and course syllabus.
Comments: C. Lottes suggested that under the *Course Description* that all of the “We’s” should be changed to “This course”. This is an editorial change only. Also, the *Prerequisite* has a typographical error; it should be FIN 530, Financial Management: Theory & Practice, **not** ACC 520.

It was moved by D. Lynch and seconded by M. Dinger to consider and approve this proposal as part of a block as amended. MOTION PASSED.

Current #: BUS 0740
Course: Course Revision: FIN 571, Selected Topics in Finance (Effective Spring 2007)
Proposal: Change in course description and course syllabus.
Comments: G. Paterno waived the Administration deadline of October 15.

It was moved by D. Lynch and seconded by M. Dinger to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: EDU 0705
Course: New Course: EDU 577, Leadership for Reading Educators (Effective Fall 2007)
Proposal: Addition of course to master course listing.
Comments: M. Laub was present to speak to the course.

It was moved by C. Lottes and seconded by D. Lynch to consider and approve this proposal. MOTION PASSED.

Current #: VPA 0703
Course: Course Revision: EDU/ARU 511, Methods of Research in Art (Effective Spring 2007)
Proposal: Change in course prerequisite.

It was moved by D. Lynch and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: VPA 0704
Course: Course Revision: ARU 536, Curriculum (Effective Spring 2007)
Proposal: Change in course prerequisite.

It was moved by D. Lynch and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

College of Liberal Arts & Sciences

Current #: LAS 06058
Course: Program Change: B.A. English/Professional Writing (Effective Fall 2007)
Proposal: Change in program for English/Professional Writing Major.
Comments: K. Blomain and J. Chernekoff were present to speak to the proposal. This program change will require students enrolled in the English/Professional Writing Program to earn a "B" or better in ENG 023, College Composition before enrolling in other Professional Writing courses. Students enrolled in the English/Professional Writing Program will also be required to earn a 3.0 or better in the 18-credit professional writing core before registering for their Professional Semester. If students do not receive a "B" or better, they must retake the course until they earn at least a "B." Only then will they be allowed to register for the Professional Writing Semester. In the check sheet, change the version **from** 20053 **to** 20073.

It was moved by D. Lynch and seconded by E. Rogol to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 06064
Course: Course Revision: PSY/POL/SOC 200, Statistics for the Social & Behavioral Sciences: LHE Revision (Effective Fall 2007)
Proposal: Change in course description, syllabus, and load hour equivalent.
Comments: Change the current contact hours from three (3) to four (4) contact hours per week. Credit hours will remain the same.

It was moved by K. Kresge and seconded by C. Lottes to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 06065
Course: Course Revision: MAT 103, Fundamentals of Math I (Effective Fall 2007)
Proposal: Change in course number.
Comments: P. Ache was present to speak to the course.

It was moved by C. Lottes and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 06066
Course: Course Revision: MAT 104, Fundamentals of Math II (Effective Fall 2007)
Proposal: Change in course number.
Comments: P. Ache was present to speak to the course.

It was moved by C. Lottes and seconded by K. Kresge to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: LAS 06071
Course: Program Change: B.S. in Mathematics (Effective Fall 2007)
Proposal: The existing B.S. in Mathematics program is restructured into two tracks, the Pure Mathematics Track and the Applied Mathematics Track.
Comments: P. Ache and P. Lee were present to speak to the course. Current courses are being distributed between two tracks: the Pure Track prepares students for graduate school, the Applied Track prepares students for business or industry. Harrisburg will be notified of these changes, approval is not necessary since the degree remains a B.S. in Mathematics.

It was moved by E. Rogol and seconded by K. Bremer to consider and approve this proposal.
MOTION PASSED.

Current #: LAS 06074
Course: Program Change: Electronic Media Minor (Effective Fall 2007)
Proposal: Change in the minor program.
Comments: This will change the minor program that includes an increase in the minimum number of credits from 18 to 21, the addition of one course to the list of required courses, and the removal of courses below the 200-level from the list of elective

courses.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

College of Visual & Performing Arts

Current #: VPA 0706
Course: New Course: ARU 315, Museum Education (Effective Spring 2007)
Proposal: Addition of course to master course listing.
Comments: P. Speirs spoke to this course. G. Paterno questioned the effective date of the course and marketing it to students in time for Spring 2007. P. Speirs responded faculty advisors would make advisees aware of this course. Faculty are already assigned to each this course.

It was moved by K. Kresge and seconded by D. Lynch to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 0709
Course: Course Revision: RAR Undergraduate Courses (Effective Spring 2007)
Proposal: Change the prefix of RAR **to** ARC: Art Criticism.
Comments: P. Speirs spoke to the course. ARC is a new prefix. The prefix request reflects the nature of the courses, which relate to art criticism. G. Paterno noted prefixes are to reflect the originating department, not the content of the course. He suggested Art Education change the prefix to an existing one instead of creating a new one. Change effective date to Summer I 2007.

It was moved by E. Rogol and seconded by C. Lottes to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 0716
Course: New Course: ART 220, Visual Culture: Global Perspectives (Effective Spring 2007)
Proposal: Addition of course to master course listing and permission to use in General Education under Humanities and Free Electives.
Comments: P. Speirs was present to speak to the course. A requirement for a Global Perspective course already exists in this program and this course may be used to fill this requirement.

It was moved by K. Kresge and seconded by J. Forte to consider and approve this proposal.
MOTION PASSED.

Current #: VPA 0717
Course: Course Revision: THE 223, Emotion for the Actor (Effective Spring 2007)
Proposal: Change in credit hours and class hours.
Comments: R. Rix was present to speak to the course. The request is to increase credit hours **from two to three**, and weekly class meetings hours **from three to four**. G. Paterno waived the Administration deadline.

It was moved by M. Dinger and seconded by K. Bremer to consider and approve this proposal.
MOTION PASSED.

ADJOURNMENT

It was moved by E. Rogol and seconded by M. Dinger to adjourn the meeting. MOTION PASSED.

The meeting will continue on Tuesday, October 31, at 11:00 a.m. in Old Main 138.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date

Date

**KUTZTOWN UNIVERSITY
UNIVERSITY CURRICULUM COMMITTEE**

MINUTES OF THE OCTOBER 31, 2006 CONTINUATION MEETING

Randy Schaeffer called the meeting to order stating there was a quorum.

Present: Randy Schaeffer (Chairperson), Vera Brancato, Susan Czerny, Mark Dinger, Joanne Emge for Kristin Bremer, Johanna Forte, Fred Garman for Debra Lynch, Karen Kresge, Christine Lottes, George Paterno, Elizabeth Rogol, and Peg Speirs.

Absent: College of Graduate Studies Representative, Bashar Hanna, Matthew Hess, and Undergraduate Student Representative.

Also in Attendance: Daniel Szilagyi.

GENERAL ANNOUNCEMENTS

M. Dinger announced that the College of Business has agreed to move all the following course proposal effective dates to Fall of 2007.

NEW BUSINESS

Current #: BUS 0701
Course: Course Revision: ACC 121, Financial Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.
Comments: M. Dinger and E. Rogol were present to speak to the course. These changes are in response to a pending Middle States evaluation and an AACSB accreditation. In all syllabi, the instructional resources were updated and an assessment piece was added. Some course descriptions, objectives, and course outlines were changed as well.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0702
Course: Course Revision: ACC 122, Managerial Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0703
Course: Course Revision: ACC 305, Cost Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0704
Course: Course Revision: ACC 306, Advanced Cost Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0705
Course: Course Revision: ACC 312, Accounting Information Systems (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0706
Course: Course Revision: ACC 313, Concepts of Taxation & Tax Planning (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0707
Course: Course Revision: ACC 317, Tax Accounting I (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0708
Course: Course Revision: ACC 318, Tax Accounting II (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0709
Course: Course Revision: ACC 321, Intermediate Accounting I (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0710
Course: Course Revision: ACC 322, Intermediate Accounting II (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0711
Course: Course Revision: ACC 323, Advanced Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0712
Course: Course Revision: ACC 325, Not For Profit Government Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0713
Course: Course Revision: ACC 330, Auditing Practice & Standards (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0714
Course: Course Revision: ACC 380. Senior Seminar in Accounting (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0717
Course: Course Revision: BUS 131, Business Law I (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0719
Course: Course Revision: BUS 171, Business Information Systems (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course title change. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0720
Course: Course Revision: BUS 310, Advanced Business Computer Applications (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0721
Course: Course Revision: BUS 312, Microcomputer Database Systems (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0723
Course: Course Revision: BUS 353, Management Information Systems (Effective Fall 2007)
Proposal: Change in prerequisite, course description, course syllabus, and course content. Assessment piece added.
Comments: M. Dinger was present to speak to the course. Prerequisites are MGM 300, BUS 310, and BUS 312.

It was moved by E. Rogol and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

Current #: BUS 0725
Course: Course Revision: FIN 363, Intermediate Financial Management (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.

It was moved by F. Garman and seconded by C. Lottes to consider and approve this proposal as part of the previous block. MOTION PASSED.

Current #: BUS 0727
Course: Course Revision: FIN 340, Investments (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course number. Assessment piece added.
Comments: M. Dinger was present to speak to the course. The course numbered FIN 340, Investments was changed to FIN 354.

It was moved by M. Dinger and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

Current #: BUS 0728
Course: Course Revision: FIN 350, Financial Management (Effective Fall 2007)
Proposal: Change in course description and course syllabus. Assessment piece added.
Comments: M. Dinger present to speak to the course.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0729
Course: Course Revision: FIN 351, Personal Financial Planning (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0730
Course: Course Revision: FIN 355, Investment Portfolio Management (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0732
Course: Course Revision: FIN 360, Financial Markets and Institutions (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0733
Course: Course Revision: FIN 365, Multinational Financial Management (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0734
Course: Course Revision: FIN 370, Financial Institutions Management (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

Current #: BUS 0735
Course: Course Revision: FIN 371, Selected Topics in Finance (Effective Fall 2007)
Proposal: Change in course description, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approved this proposal as part of a block. MOTION PASSED.

Curent #: BUS 0736
Course: Course Revision: FIN 380, Senior Seminar in Finance (Effective Fall 2007)
Proposal: Change in course descriptions, course syllabus, and course prerequisites.
Assessment piece added.

It was moved by M. Dinger and seconded by J. Forte to consider and approve this proposal as part of a block. MOTION PASSED.

College of Education

Current #: EDU 0701
Course: New Course: PED 195, Accounting Survey for Leisure & Sport Studies (Effective Spring 2007)
Proposal: Addition of course to master course listing. Assessment piece added.
Comments: F. Garman was present to speak to the course. Classes will be taught by professors from the College of Business. It replaces ACC 121 in the Leisure & Sports Studies Major.

It was moved by E. Rogol and seconded by C. Lottes to consider and approve this proposal. MOTION PASSED.

Current #: EDU 0703
Course: New Course: PED 2xx, Sport Behavior (Effective Fall 2007)
Proposal: Addition of course to master course listing and permission to use in General Education under Free Electives.
Comments: C. Lottes was present to speak to the course.

It was moved by F. Garman and seconded by K. Kresge to consider and approve this proposal. MOTION PASSED.

Current #: EDU 0704
Course: Program Change: B.S. Ed Library Science with Elementary Education Certification (Program #36001, Version #20043) (Effective Fall 2007)
Proposal: Change in program major for this dual certification program. Changed number of credits **from** 126 **to** 129.
Comments: S. Czerny spoke to this course. Proposals reflects changes made by the Department of Elementary Education that need to be reflected in the dual

major check sheet. Students may opt to remain in the version they are in.

It was moved by F. Garman and seconded by M. Dinger to consider and approve this proposal.
MOTION PASSED.

ANNOUNCEMENTS

One-Time Only Courses

- VPA 0719 ARU/CFT 492, Glassblowing A (Effective Spring 2007)
Comments: G. Paterno questioned whether or not there is faculty already in place to teach this course. G. Paterno agreed to waive the administrative deadline but it is up to the faculty who are teaching this course to inform students of these class offerings.
- VPA 0721 SPE 2xx, Advanced Public Speaking (Effective Spring 2007)
Comments: G. Paterno questioned whether or not there is faculty already in place to teach this course. G. Paterno agreed to waive the administrative deadline but it is up to the faculty who are teaching this course to inform students of these class offerings.
- VPA 0722 SPE 2xx, Issues in Health Communication (Effective Spring 2007)
Comments: G. Paterno questioned whether or not there is faculty already in place to teach this course. G. Paterno agreed to waive the administrative deadline but it is up to the faculty who are teaching this course to inform students of these class offerings.

Selected Topics Courses

- BUS 0741 FIN 371, Selected Topics in Finance: Applied Investment Management (Effective Spring 2007)
- EDU 0708 LIB 440, Selected Topics: Resources for Preschoolers and Their Families (Effective Summer I 2007)
- LAS 06072 SOC 371, Selected Topics: Sociology of Media (Effective Spring 2007)
- LAS 06075 NUR 371, Selected Topics: Adaptation of the Nurse as a Spiritual Caregiver (Effective Spring 2007)
- LAS 06077 CSC 480, Selected Topics in Computer Science: Software Quality Assurance (Effective Spring 2007)
- LAS 06078 CSC 480, Selected Topics in Computer Science: Intelligent Robotics (Effective Spring 2007)
- VPA 0705 RAR 375, Selected Topics: Color & Culture (Effective Spring 2007)

VPA 0718 RAR 375, Selected Topics: Visual Culture: Vernacular Architecture
(Effective Spring 2007)

Educators' Workshops

EDU 0709 EDW 5xx, Selected Topics: Making Math Fun With the Standards
(Effective Summer I 2007)

EDU 0710 EDW 5xx, Selected Topics: A Win-Win Approach to Dynamic Coaching
(Effective Summer II 2007)

Other

BUS 0742 Certificate in Logistics & Supply Chain Management (Effective Spring 2007)
Comments: This is a proprietary Kutztown University Certificate of Recognition a student receives for completing a specific group of KU courses. R. Schaeffer noted such certificates are treated as announcements only.

ADJOURNMENT

It was moved by E. Rogol and seconded by J. Forte to adjourn the meeting. MOTION PASSED.

Lisa J. Dietrich, Recording Secretary

Susan G. Czerny, Secretary

Date

Date