

Fall 2002-Academic Senate Meetings: Agendas & Minutes

November 22, 2002

November 8, 2002

October 18, 2002

October 4, 2002

Agenda: Academic Senate Meeting

November 22, 2002

L C 102

1. Reading and approval of minutes (November 8, 2002)
2. Announcements
3. Report of the President
4. Report of the Presiding Officer
5. Action items from Academic Senate Officers
6. Action items from Academic Senate Committees
7. Unfinished Business: Student use of selected SEI questions
8. New Business
9. Committee Reports: Curriculum Committee, presented by David Hobby
10. Adjournment

Minutes of the SUNY New Paltz Academic Senate Meeting

November 8, 2002

Attendance:

Barbara Hardgrave, Presiding Officer of the Faculty; Jonathan Amoia, Student Representative, Stephen Bradford, Art; Peter D. G. Brown, Foreign Languages; Lisa Chase, Academic Affairs Committee; Alan Dunefsky, Recreation and Intramurals, Mark Dziuba, Music, Matt Geller, Student Representative; Glenn Geher, Psychology; Gail K. Gallerie, President's Office; Susan Kraat, Library; David J. Labiosa, Foreign Languages; Smita Mathur, Educational Studies; Michael Muffs, Educational Administration; Jerry Persaud, Black Studies; Frank Trezza, Theatre; Scott Van Pelt, College Activities.

1. Call to Order: The meeting was called to order at 3:04 p.m.

2. Reading and Approval of the Minutes: The minutes were approved with the following correction: Under the Presidents report of the new Language Learning Lab, a zero was left out 100,000.

3. Announcements: No announcements

4. Report of the President: Barbara suspended the order of business to accommodate Interim President Poskanszer who was at another event.

5. Report of the Presiding Officer: Barbara Hardgrave began her report by reminding everyone about the Faculty meeting on November 15, the major agenda item will be the academic calendar.

Barbara attended the final day of the SUNY Senate meeting. A report from the SUNY senator has been put on the Faculty Governance web page to access if you would like to see what occurred.

A list of committees will start going on the website next week. Ardis is working on this and hopefully it will be up Tuesday or Wednesday. There are very few vacancies on the committees so we are going to get it out and amend it when we need to.

The next senate meeting is November 22. At this meeting we will revisit the SEI issue. Consultation and conversations have been occurring, so we should have a very thorough discussion.

The Curriculum committee has approved a small revision of the International Business major. Consult Barbara or Hadi Salavitarbar if you have any questions. Barbara stated that the procedure is that she informs the academic senate when the curriculum committee has approved new majors or changes. Next it will go to faculty senate.

6. Action Items from Academic Senate Officers: Glenn Geher from the Academic Affairs committee presented the Academic Calendar for 2003—2004, which can be found on the faculty governance website. Geher stated that the committee met two times about the calendar. Deb Miller, Registrar put forward two templates that represented two extreme ideologies regarding the calendar. Template One had all federal holidays off, no religious holidays off and fewer substitutions. Template Two had all federal, all religious, more substitution days and later end dates for the semester. There was a lot of discussion over two meetings. Some members of the committee were concerned about incorporating religious holidays at a state school; others feel that we have always had these religious holidays. In the past, Columbus Day has been included as a wild card, students also like to have an intersession in the fall session. We ended up coming up with calendar 2a; the vote for this calendar was 7-2. This template has religious holidays, omits Columbus Day and the Tuesday after Yom Kippur, and has only one substitution day on December 9. The date for grade submission is Dec 22. This was a compromise, we reduced the number of substitution days but still included important dates.

The Spring 2003 calendar has two substitution days and is a little more involved. For Passover, there is no classes after 3 p.m., and no classes on Tuesday. The Deans in particular are concerned about substitution days and we have tried to avoid them. Only two overall.

Discussion and questions: Matt Geller asked about student involvement in the process. Geher stated that Stuart Robinson consulted with students and that a student representative was present at the last meeting that it was voted on. They also got feedback last year from the Student Senate.

Smita Mathur stated that she understands the value of respecting history, but over the last 30 years we have become more diverse. This calendar seems to exclude those that do not celebrate the two dominant religious. Geher stated that the committee is going to be working on the subsequent calendar shortly and he would like to look into including some of the other holidays in the calendar.

Jerry Persaud stated that perhaps in the calendar you could include holidays of other cultures with an * in order to sensitize faculty to not have a major exam or event on those days.

Mathur also suggested having an optional holiday--one day a year that you have to observe a holiday of your culture.

Barbara Hardgrave stated that the college does allow to observe religious holidays providing you make arrangements. Gail confirmed this and perhaps the * could serve as an reminder

Persaud stated that it is not just having the day off, but an educational opportunity---the significance of the date. Geher stated that he would be glad to amend the calendar to include such information.

The calendar passed unanimously and will be presented at the next faculty meeting with full academic senate support.

7. Other action items: None

8. Unfinished business: None

9. New business: None

By this point in the meeting, the President had not arrived. Gail Gallerie stated that he would understand if the meeting were to adjourn and that he would present his information the following week at the faculty meeting.

Meeting adjourned at 3:30 p.m.

* * * * *

Agenda: Academic Senate Meeting,

November 8, 2002

Lecture Center 102

1. Reading and approval of minutes (October 18, 2002)
2. Announcements
3. Report of the President
4. Report of the Presiding Officer
5. Action items from Academic Senate Officers
6. Action items from Academic Senate Committees
7. Unfinished Business
8. New Business
9. Optional reading of reports of Officers and Committees of the College Faculty
10. Adjournment

Minutes of the SUNY New Paltz Academic Senate

October 18, 2002

1. Call to Order: Meeting called to order at 3:05 p.m.

2. Reading and Approval of the Minutes: Changes to the minutes of October 4, 2002 minutes:

Under agenda item 3, SEI's, change "a" to read "Contributed towards making me a more educated and informed person"

Under agenda item 7, New Business, section "b)" remove "please insert proper terminology here"

Minutes were approved.

3. Report of the President: Interim President Steven Poskanszer reported the following information:

Searches: Lloyd Axelrod has been appointed the new Director of Public Affairs. He has a wide range of experience working with the University of Kentucky, Carnival Cruise Lines and the Louisiana Convention Bureau.

Fundraising/Development: The annual Resnick Scholarship luncheon was recently held. It was a bittersweet moment due to the recent passing of Mr. Resnick. Mrs. Resnick was in attendance and the relationship with the Resnick's remains strong.

We had 235 alumni on campus for Alumni Weekend, a record for the institution. Highlights included the dinner, hike at Mohonk and his opportunity to appear on stage in the Theater Department's production of "Guys and Doll's"

The Language Lab's Grand Opening went well. We received \$100,00 from the State Senate to fund this great new pedagogical facility.

Athletics: Congratulations goes to the Women's Tennis team who won 32 out of the 37 matches at the SUNY Athletic Championships—the first time every in SUNY New Paltz Women's Tennis history.

President Poskanszer asked for questions, none were asked.

4. Report of the Presiding Officer:

- We are closer to having the list of committees on the web site. There are still a few vacancies on the committees, but she may go ahead and put it on the web if they are not filled in the near future.
- As soon as all of the college and senate chairs meet and elect a chair, we will have an executive committee meeting.
- Barbara is going to SUNY Purchase tomorrow (10/19) for the SUNY University Faculty Senate meeting. Gary Kitzmann is attending the meeting now and both will give a report at the next meeting.
- Barbara met with the Student Senate a week and a half ago. She stated that they were very engaged and asked very thoughtful questions. She also stated that they are very interested in having the student seats on the committees filled.

5. Budget Goals and Plans: At this point in the meeting, the order of the agenda was suspended so that Peter Brown could give an update on the work of the Budget, Goals and Plans Committee. Peter stated that the committee is up and running again with Mary Cryer of Accounting Services and himself serving as co-chairs. The committee is taking a look at the budget consultation process approved in April 1999 and that was revised in March 2001. Both documents are on the web at www.newpaltz.edu/budgetcommittee. Brown stated that process states that "At the September faculty meeting, the administration will distribute a written report showing the proposed budget for the current fiscal year for all divisions and summarizing

capital projects and major alterations undertaken in the past year and planned for the current year. Questions on this report will be taken at the October faculty meeting.” This did not occur. The committee is inviting Johanna D’Aleo, VP of administration to meet with them and perhaps the information will be distributed on the web. Previous administrations have been reluctant to send out the budget information out in paper form. The Provost and VP for Administration will be at the next faculty meeting to ask questions. Hopefully the timeline can be reviewed and we can get back on track with the process. A member of the senate suggested using Blackboard to get the information out. Brown agreed that it was a good solution since it would be less public.

6. Old Business:

Matt Geller made the following motion:

I motion that the Student Evaluation of Instructor statements

3. Contributed towards making me a more educated and informed person
11. Stimulated student interest in the subject matter
12. Treated students with fairness and concern
22. Overall was an effective instructor

be made public to the campus community on the Student Association Web site.

Mark Dzuiba seconded the motion

Jonathan Amoia was next recognized to speak on the background and reasoning for the motion. Amoia stated that over the summer while here at New Paltz to speak at orientation, he also did research on this issue and found that many schools are publishing the SEI results. He cited University of Buffalo in particular and stated that the process was drawn out over three years and was done in a confrontational manner. He hopes that the students and faculty can work together on this issue and encourage an open environment. He also stated that this motion is not coming about because of perceptions that instruction at New Paltz is deficient. Students are having positive experiences overall in the classroom. The motion stems however as a response to changing times on college campuses where students want to look at this information before making a choice.

Discussion: Peter Brown asked why four questions? Geller replied that other campuses have selected a few questions from the overall evaluation and that we feel that these questions would be the most useful to students. Amoia added that this information could be used by incoming students who may not have the ability to speak to students about their experience with the instructor.

A question was raised in regards to if the ratings would be separated by course title and updated each semester. Geller replied yes.

Anne Balant asked for approval of the chair to have Paul Zukerman speak on the motion. Zukerman stated that for new faculty the SEI is an oppressive thing to do and that some new faculty learns how to manipulate the document. When the SEI was first introduced, it was introduced as an option, one of the things faculty could submit for evaluation. Now it seems that SEI’s have become mandatory. He also stated that positive rankings in the SEI’s would mean more students, why would he want more students?

Amoia replied that there will be issues with the process as it is developed and that they will need to come up with a system that does not feel oppressive to first and second year faculty members. The students hope to work with the faculty to develop a comfortable process. He also added that some professors would find it flattering to have more students and to have students want to take their courses.

Peter Brown stated that a compromise would be most optional—perhaps a box to check off on the form that they could be made public.

Nancy Schniedewind stated that faculty needs to talk more about the issue. She is not for sure if the information filtered down to the members of the departments after it was presented at the last meeting. The motion needs to be put into writing to bring back to the departments to get their input. She also stated we should be looking at other ways students get good information and what other options we have.

A motion was made by Schniedewind that the motion be tabled to the November 22nd meeting in order to get more input from the colleagues they represent. Seconded by June Zukerman. Motion was approved.

Peter Brown asked why there are only two faculty meetings scheduled this semester. Barbara replied by stating that she is not opposed to having more than two meetings and will call additional meetings if necessary. She feels however that two will be sufficient and less of a time constraint on the faculty.

7. New Business: none

Meeting adjourned at 3:50 p.m.

Respectfully submitted,

S. Craig Mourton

* * * * *

Agenda: Academic Senate Meeting
October 18, 2002

1. Reading and approval of minutes (October 4, 2002)
2. Announcements
3. Report of the President
4. Report of the Presiding Officer
5. Action items from Academic Senate Officers
6. Action items from Academic Senate Committees
7. Unfinished Business
8. New Business
9. Optional reading of reports of Officers and Committees of the College Faculty
10. Adjournment

MINUTES: ACADEMIC SENATE MEETING

OCTOBER 4, 2002 (prepared 10/07/02)

Attendance:

Barbara Hardgrave, Presiding Officer of the Faculty; Jonathan Amoia, Student Representative; Alan Dunesfsky, Recreation and Intercollegiate; Mark Dziuba, Music; Matt Geller, Student Representative; Gail K. Gallerie, President's Office; Mary Hafeli, Art; David J. Labiosa, Foreign Languages; David Lavalley, Provost/Vice President of Academic Affairs; Smita Mathur, Ed Studies; Giorgio Melloni, Foreign Languages; Steven Poskanzer, Interim President; Damu Radhakrishnan, Engineering; Marda Reid, Provost's Office; Rafael Saavedra-Hernandez, Foreign Languages; Helise Winters, Continuing and Professional Education; June T. Zuckerman, Secondary Education.

Call to order: Meeting called to order at 3:00 PM.

1. **Reading and approval of the minutes** of the last meeting: Minutes of the meeting of March 1, 2002 were distributed. Motion to approve by Mary Hafeli, seconded by Matt Geller.

2. **President's Report: Interim President Poskanzer reported:**
 - a) **GIFTS:** SUNY New Paltz has received a \$300,000 gift toward our \$2.5 million goal for the Dorsky Museum. We have received an additional \$102,000 gift from the Dorsky family, moving our capital campaign for the museum forward.
 - b) **ENROLLMENT:** Our current enrollment figures are just shy of 8,000 students. With only 112 de-registered for no payment, our overall enrollment is robust.
 - c) **NEW RESIDENCE HALL:** Ground breaking ceremony for Lenape residence hall received good media coverage, drawing attendance from local politicians and reporters. The contractor is eager to move forward, keeping to the schedule. The construction will have an impact on parking but plans are being worked out to try to deal with that problem.
 - d) **LANGUAGE LABORATORY:** October 16, 2002 is the "grand opening of the Language Lab" in the Lecture Center (LC 110/112). SUNY New Paltz received a \$100,000 member item from Senator Bonacic for the lab construction. Faculty and students are strongly urged to attend this ceremony at 4:30 PM.
 - e) **REUNION:** This weekend SUNY New Paltz is hosting the Alumni Weekend which calls for a reception, breakfast, theatrical production, etc. for alumni. We hope for good weather and a good turnout.

3. Presiding Officer Hardgrave moved that we suspend the order of business:
SEI's: Jonathan Amoia, student representative, requested time to speak to the Faculty Senate re using the SEI's to create a "new relationship/synergy with faculty." Information from selected questions on the SEI evaluation form would be made available to incoming students to assist them in making choices for their

courses. This would make New Paltz a more student centered campus and would be beneficial to not only students but faculty. Questions selected would focus on the faculty's:

- a) contribution to student's learning
- b) stimulation in the subject matter
- c) treating students with concern
- d) overall, was effective

He look toward the SEI's being publicized on the New Paltz website by next year. Provost Lavalley confirmed that all faculty applying for a merit increase must have SEI's completed by their students; all part-time adjuncts must have their students complete SEI's for rehire.

The current SEI instrument has been used for a number of years although there have been attempts at revision. The University of Buffalo tried to block making public the SEI information, students won the legal battle, and the information is now available on their Student Association website, and reportedly popular with students and faculty.

Barbara Hardgrave indicated that the Faculty Senate would review the request. The SUNY New Paltz UUP representative had already been queried and felt the request was acceptable (from the UUP perspective). It was stated that only the statistical portion, not questions from the "written comments" would be considered since written information is for the faculty only.

4. **Presiding Officer Report:**

a) Barbara Hardgrave reported that a complete list of committees and members will be posted to the Faculty Governance website. It has taken some time to determine actual memberships, terms of office, and length of terms for each member.

b) **SUSPEND ORDER OF BUSINESS:** Barbara reported that the secretary for the Faculty Senate needs to be a voting member. The call was made for nominations for that position; none were received. Craig Morton (as secretary for the faculty) was appointed as secretary for Faculty Senate and approved.

5. **Committee Reports:** None were given.

6. **Old Business:** None was offered for discussion.

7. **New Business:**

a) **Nominations** were offered for Vice President of the Faculty Senate. Mary Halfeli nominated Mark Dziuba, seconded. Mark Dziuba was elected.

b) **Alan Dunfsky**, representative of the Professional Staff reported that professional staff were informed that they were not allowed to serve on the Academic Standing committee or the Scholarship committee. He indicated that

the By-Laws (which he assisted with their wording) indicated that “please insert the proper terminology here) e.g., that members of such committees were appointed by the deans and not to be distinguished between professional staff and faculty.

A recent decision by the Organization committee appeared to limit teaching faculty membership on the committees. It was agreed that Alan Dunefsky and Barbara Hardgrave would contact Simi Mozeyani, chair of the Organization Committee regarding their decision and subsequent review of By-Laws, both their actual wording and their intention to determine the status of professional staff on such committees.

The meeting was adjourned at 3:40 PM. The next meeting is scheduled for October 18, 2002 unless there is insufficient business to review.

Respectfully Submitted,
Helise Winters

* * * * *

Agenda: Academic Senate Meeting

October 4, 2002 (Rescheduled from September 20)
Lecture Center 103 at 3 p.m.

1. Approval of the minutes (March 1, 2002)
2. Question period for the President
3. Report of the Presiding Officer
4. Committee Reports
5. Old Business
6. New Business
7. Adjournment

Minutes: Academic Senate Meeting

March 1, 2002

Attendance: Rose Rudnitski, Presiding Officer of the Faculty; Anne Balant, Communication disorders; Stephen Bradford, Art; Peter Brown, Foreign Languages; David Cavallero, Fine and Performing Arts; Amy Cheng, Art; Elisa Davila, Foreign Languages; Laurel M. Garrick Duhaney, Educational Studies; David Eaton, Vice President of Enrollment Management; Gail K. Gallerie, President’s Office; Matt Geller, Student Representative; Jan Hammond, Educational Administration; Susan Kraat, Library; Martin Lodge, Registrar; Glenn McNitt, Political Science; Debra Miller, Registrar; Patricia Phillips, Fine and Performing

Arts; Ann Minnick, Academic Advising; Simin Mozayeni, Economics; Michael Muffs, Educational Administration; Steven Poskanzer, Interim President; Helise Winters, Continuing and Professional Education.

Call to order: Meeting called to order at 3:04 p.m.

1. **Reading and approval of the minutes of the last two meetings:** Minutes of meeting of November 30: motion to approve by Peter Brown, seconded by Glenn McNitt. Minutes of Meeting Feb. 1st: add Michael Muffs to attendance. Motion to approve by Glenn McNitt, seconded by Peter Brown. Both were approved unanimously.
2. **Presiding officer report:** Rose spoke about the GEAR group. The General Education Assessment Review will approve assessment plans at a system level. Will reject assessment plans that do not follow its guidelines. Portfolio plans from other institutions have been rejected. Quantitative plans have been accepted. Something to be alert to as we start to design our GE and our assessment plan. We were supposed to have an assessment plan to Albany by today (March 1) but have not done so. We have asked for an extension to the fall. Please go to the website www.cortland.edu/gear/ to see what the group is about.
3. **President's Report:** Interim President Poskanzer reported on the following:

Personnel matters: Ken Ross looked like he was going to be called up on Naval reserve duty, did not happen. Two other searches: VP for Student Affairs kicked off this morning. Stacie Nunes is chair of the committee. Carl Bacon of Institutional Research will be retiring and we will be starting a search in the near future. He feels confident that we will be able to find good people.

Enrollment Management: We still expect to set new records with our enrollment for fall. Spring enrollment at both levels is at a record high. Last year we admitted 42 percent of applicants. Only 5 percent of colleges nationwide admit less than 50 percent.

Budget: Not a lot new from Albany. We continue to proceed on the path that we have been on. Trying to gear up new revenue and keep expenditures down.

Revenue: Late last week we got notification that the fee increases have been approved. Even with these increases NP's fees remain in the middle or below SUNY average. We have also learned that the second installment of mission review funding is on its way. We met our goals and have been approved for the other \$200,000.

Next Tuesday we will be up in Albany for SUNY Lobby day. Will report at the next meeting what they learned regarding EOP, TAP and other concerns. For the first time there was a chance for SUNY Presidents to meet with NY lawmakers and lobbyists for SUNY. We had lunch with the senators, reception with the congressmen. The general message we received from the lawmakers was come to us for ideas you may have for funding and we will work up the interest, increase interest to

work for SUNY. In a meeting with staff from Department of Education the No Child left Behind Act was discussed—research branch seems interested in funding on scholarly topics pertinent to this legislation—how students learn to read, acquire mathematical and science skill. My be opening for our faculty to put together research proposals for funding. One of the policies that may come this act is that every classroom will be required to have a highly competent teacher—no one is clear yet what this means.

Received a call from a regional representative for Schumer office. Spent time singing the praises of New Paltz and told her the needs of the university.

Student Affairs: Monday night two resident students were arrested in response to a situation that they have been monitoring. Students have been charged with reckless endangerment, possession of marijuana. Immediately suspended. We will be proceeding with inter-university judicial proceedings with these students. We consider the presence of firearms on campus very seriously and respond as such. In previous cases, expulsion has been given.

Alcohol awareness education program—positive norming. One of the interesting and novel aspects of our program is agreements with local tavern owners. There was a meeting a week and a half ago. They were more than willing to take the next step to put the information in the bars for people to see.

Questions: Gun on campus—any indication that DA will pursue this case: Can't speak for the DA, typically move at a slower pace. Whether or not the DA pursues, we as an institution will proceed forward. How do you measure success in alcohol awareness programs? Surveys of students, incidents on campus, property damage on campus. David Eaton mentioned the large amount of grants the program has brought in, testifying to the success of the program. Would be more than happy to have Ray Schwartz and Robin Cohen come in to do presentation. Have won national awards and a push to make the program SUNY wide. Matt mentioned that as a student has not heard of this program.

4. **By Law Revisions:** Simin Mozayeni reported that the Organization Committee has been working on revising bylaws. We have received additional change proposals. No substantive changes. We have changed the organization of the bylaws by adding tables and changing the numbering of the sections. Have also incorporated the changes that schools have gone through—reflecting the new schools. Also included are changes in the faculty governance structure. Three administrative committees became part of faculty structure. The faculty also adopted a piece on consultation. Some minor changes of words can be found under course #1111 on Eres. Any deletion is noted in the bracket, addition is underlined.

Changes in the bylaws:

Added distinguished professors in the academic ranks

Names of the schools has changed to reflect new organization

Mentions standard procedure to evaluate Deans—so it is known when membership of committee changes.

Consultation resolution added that was approved Feb. 2001.

The Academic Affairs Committee sub committees were added.

Have added a chart of the organization with reference points.

We also had to change the representation under the new schools. Liberal Arts and Science has 1. School of business has 1 and school of Physical Science and Engineering now as 1.

Motion to approve made by Susan Kraat

Second by Jan Hammond

Discussion: President stated that from his prospective looking at the document of consultation in its current form it is not a workable document. Would require a weeks notification on issues that would deal with faculty—broad and sweeping on so many issues.

Motion passed unanimously

Two-week rule was waived so that the bylaws may be brought to the faculty senate for vote the following week.

5. **GEIII:** Please inform your colleagues that we plan to vote on GEIII on April 12. Rose went through the presentation that was given at last faculty meeting. Went over the ten knowledge areas, trustee's competencies mandate, and went over New Paltz GEIII knowledge areas. GEIII is smaller. Has fewer credits, but does more. Also went over New Paltz GEIII competencies. Courses can serve double duty. Went over the course approval process. Every GE course must satisfy one knowledge area and one competency and have either no prerequisites or a prerequisite that satisfies another GE requirement. Have cut a substantial number of credits from the GE. Please ask your constituents to visit the web page and speak in favor of this GE program. Ann Balant mentioned that ASL could be used in foreign language in certain majors.

The final version of this GE is on the web.

6. **Strategic Plan Update:** Motion to accept by Michael Muffs, make the word opening plural in response to Dorsky Museum, take out private. Seconded by Deb Miller. Passed unanimously.
7. **Transfer Policy:** Has been passed by curriculum committee and Board of Trustees. Goes into effect this fall for new transfer students out of non-SUNY system transfers. The fact that the student has an associates degree do not get the package deal of having GE met. Waiver can no longer be applied to board mandated areas. Make amendment to add "students who are readmitted after a dismissal will be held to the

GE requirements at the time of their re-admittance". Motion to accept by Laurel Duhaney, Second by Deb Miller. Passed unanimously.

8. **Memo on contact with Indians:** Regarding contacts with Indian Nations to contact SUNY council. Upsetting to American Indian faculty and faculty that are doing research with Native Americans. Also may be related to Larry Hauptman incident. Requested a motion to comment on this policy. or commenting on Professor Hauptman. The President and Gail Gallerie stated that they had received confirmation that only pertains to official university administration not to faculty and staff. Motion was made to table until more information is available.
9. **New Business:** Matt Geller mentioned that information discussed is not disseminated to students. Rose suggested a column in the Oracle. David Eaton suggested getting all six student representatives on senate to have broader representation. When GEII was done there was full representation on the senate and they had a lot of input. Peter Brown suggested using the radio or website. Elisa Davila suggested reporting to SA during their meetings.

Simin mentioned that web pages need to be updated more.

Meeting adjourned at 4:31 p.m. .

* * * * *