Westfield State University
Curriculum Committee Minutes for September 4, 2012

In attendance: Carsten Braun, Joseph Camilleri, Liam Harte, David Laing, Heidi Bohler, Elizabeth Starr, Megan Kennedy, Marsha Marotta, Gabriel Aquinas, student rep (what was your name?), Jennifer DiGrazia, Eric Bressler, Emily Todd, Brian Jennings

Chair’s Report:
- Meeting was convened by Dean Marotta at 3:00, who announced that the first item was to vote for a Chair of the Committee
- Liam Harte was elected chair: 11, yes, 1 abstention
- Jennifer DiGrazia chosen as secretary
- Carsten Braun was chosen to be the webmaster
- We then discussed the following:
  1. The possibility that we discuss/rethink the function/purpose of the subcommittees in relation to the full committee in order to get all members to address all CARs. We discussed the need to check the bylaws to determine if it is possible. Most members didn’t disagree that there should be some revision to the process, but we agreed to discuss it in more detail at our first meeting.
  2. Chair Harte explained that he’d have a copy of Robert’s Rules available to help govern proceedings.
  3. We agreed to convene the full committee every other Thursday from 3:45-5.
  4. Chair Harte reviewed the purpose/function of the Curriculum Committee, outlining our purview as that which is related to academic programming.
- We unanimously voted to adjourn at 4:00.