Meeting Called to Order: 12:07 PM

Chair Reports

- Grade Appeal Process Checklist given out

Old Business

- Changes need to be made on the handbook
  - Page 51; get rid of “of”, f needs to be moved over
  - Page 57, article 2, section B: sentence is not clear and precise
- Updates from the Chair, Catherine Bruno
- Discussed individual tasks to finish within the remaining weeks of the semester
  - Deadline for this is December 20, 2013
- Talked about meetings for next spring 2014 semester
  - Topics and need committee’s availability?
- Spring 2014 semester meetings will be coordinated and posted within the next few weeks

Meeting adjourned at 1:25PM