The meeting of the Committee on Courses of Instruction was called to order by Chair Facione on September 20, 2001 at 10:00 a.m. in Room S30. A quorum was present.

**COURSE FORMS PROCESS/TIMELINES**

The Committee discussed the need to review the current timelines for completion of course forms and their transmittal to the Committee for review. Chair Facione noted the problem with the Committee receiving course forms at a meeting. Because the Committee has a pre-meeting review process for courses that culminates at the meeting, the late receipt of course forms makes it almost impossible to finish Committee business. The Committee will work with the Registrar/Recorders office to review and revise current timelines to ensure that the Committee does not receive new courses to review at the Committee meetings.

**COURSE DESCRIPTIONS**

The Committee discussed the need to ensure that faculty provide sufficient detail when submitting their course description. This allows a more efficient review because it avoids the extra steps of sending the forms back to the faculty for additional information. Both the Committee and faculty need to know the maximum number of words allowed on the form for this section and also the maximum number of letters in the course title.

**OLD BUSINESS**

**Course Catalogs**

The Committee discussed the speed in which printed course catalogs become out-of-date and the great costs associated with printing a campus-wide catalog. They also discussed the fact that several Schools on campus do print their School course catalog. The Committee agreed to table advocacy for a printed campus-wide course catalog and will re-visit this issue as necessary.
NEW BUSINESS

P. Ursell announced that he received copies of course forms that were not distributed to any other Committee member. It was not clear from whom he received them. The Committee did not recall reviewing the courses described in these forms. Chair Facione collected the forms and will work with the Senate office to determine what, if anything, the Committee needs to do regarding these courses.

The meeting was adjourned at 11:30a.m.