Committee on Courses of Instruction
Susan Promes, M.D., Chair

MINUTES
December 11, 2013

PRESENT: Susan Promes (Chair), Conan MacDougall (Vice Chair), Francesca Aweeka, Pam Bellefeuille, Doug Carlson, Carol Dawson-Rose, Tracy McKnight, Dana Rohde,

EXCUSED: Caroline Shiboski

GUESTS: Jeff Harter, George Michael

Chair’s Report

The chair discussed the importance of meeting attendance, especially in light of the impending launch to the updated course review system.

The January 8, 2014 meeting has been cancelled. The time for following meetings remains the same but the dates and locations (TBD) have been changed to the following dates:
Mar 19
Apr 16
May 21
July 16

A request for room reservations was submitted to Classroom Scheduling on December 11, 2013.

Course System Revision Webinar – George Michael

George Michael presented additional updates based on the committee’s review on November 12, 2013. The updates were discussed and approved.

A webinar will be scheduled for users to obtain additional feedback prior to the system launch.

New Business
None

Old Business
None

There being no additional items, the meeting adjourned at 11:25.
## Attendance:

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L - Leave
X – Attended
U – Replied Unavailable
A – Absent