

MINUTES

Winthrop University Faculty Conference

March 6, 2009

Plowden Auditorium

I. Call to Order

Dr. Cheryl Fortner-Wood, Chair of Faculty Conference, called the meeting to order at 2:01 PM.

II. Procedures

It was moved and seconded that we proceed without a quorum. The motion was approved without dissent.

III. Approval of Minutes

Minutes from the January 30, 2009 meeting of Faculty Conference were approved without modification.

IV. Report from the Chair of Faculty Conference

Dr. Fortner-Wood began reporting on action items from the January 30, 2009 meeting of Faculty Conference and other issues as follows.

- Resolution to survey faculty and staff to determine their funding preferences and priorities: Dr. Fortner-Wood complimented the Institutional Review Board, Karen Kedrowski, Rules Committee, and Lisa Johnson (Parliamentarian for Faculty Conference) for their timely support in design and approval of the survey. Responses were received from 303 of 1149 eligible faculty and staff. In response to the first question about effects on us as individuals and on our own work, 81% selected salaries as their top priority (with a rating of 5). Other top items included full-time positions, departmental budgets, and part-time positions. The second question, about impact on Winthrop, drew responses of salary, full-time positions, and PASCAL as top priorities. Dr. Fortner-Wood emphasized the positive feedback she received from staff being included in the survey and that she doesn't think the survey told us anything we didn't already know. She was also pleased with the Board's interest in the survey. Overall, she is convinced that there is a high degree of alignment in terms of our shared priorities across the Board, the Administration, the survey results, and what is actually happening.
- Creation of an ad hoc Committee on Faculty Roles and Rewards: Dr. Fortner-Wood (Chair of Faculty Conference), Dr. Mark DeWalt (Chair of Faculty Personnel Committee), and Dr. Kristi Westover (Chair of Graduate Faculty Assembly) have solicited nominations for faculty to serve on this committee and are in the process of recommending members. Subsequent announcement of committee members include the following:
 - CBA: Gary Stone, David Bradbard
 - CAS: Debra Boyd, Beth Costner, Takita Sumter
 - VPA: Mark Hamilton, Anna Sartin
 - COE: Jennie Rakestraw, Lisa Johnson
 - UC: Jennifer Everhart
 - Library: still TBD
- Resolution to create an ad hoc Faculty Leadership Committee to attend open meetings of the Board of Trustees: In addition to Dr. Fortner-Wood, Antje Mays (Chair, Budget Priorities Committee) and Lynn DeNoia (representing the Chair, Faculty Concerns Committee) attended the one Board of Trustees meeting open to the public, on Friday, February 27, 2009. Our notes from that meeting will be posted online as soon as the freeze for transition to the new Content Management System is lifted.

- Report from the Board of Trustees meetings: The Board adopted two resolutions on Friday, February 27: (1) to honor Glenda Pittman Owens for her exemplary service to Winthrop and the Board, and (2) to approve a Master of Science in Sport and Fitness Administration. Dr. Fortner-Wood also highlighted two points from the President's economic update e-mail of March 5th. First, the Board made a special effort to thank the Winthrop faculty and staff for pulling together to do the best for Winthrop in this challenging economy. Second, Dr. Fortner-Wood noted that Board members accept no remuneration for their service to Winthrop, refusing even reimbursement for their travel to Winthrop.

V. Report from the President

Dr. DiGiorgio prefaced his remarks with the comment that although he is afraid he is beginning to be called "Tony One-Note" for his focus on our economic situation, he is well aware that there are many other things going on around campus. In fact, he had just come from the dedication of the first-floor conference room in Sims as the Slaughter-Wilkerson Conference Room in honor of gifts from Mr. Thomas Slaughter, who has recently added \$1.2 million beyond the scholarship fund already endowed. Highlights of his following economic update include:

- Our continuing desire for more clarity and certainty cannot really be met given the scope of concerns. At the national level of activity, things seem worse, with an unemployment rate of 8.1% announced today and the FDIC asking for \$500 billion in backup funding.
- At the state level, the "speed-up" of next year's budgeting schedule has turned into slow motion with consideration of the federal stimulus plan. The first concern is what else will happen this year and how that will affect next year. The reduction of \$1 billion already made by the state Board of Economic Advisors (BEA) amounted to Winthrop's share being about a 24% reduction to our budget. We had been expecting them to validate another 3% reduction that would be added into next year's budget, but the President expects they are likely to ask for this to be collected during the remainder of this year instead. Other discussions in progress for which we do not yet know the effects include: how the cigarette tax money will be used, what will happen with the House Ways & Means Committee reduction of \$122 million to cities and towns, and what impact reduced revenue from coastal tourism during March and April will have.
- Federal stimulus money: If Governor Sanford refuses the money, the bill's "shotgun" provision allows others to apply for the funds after 45 days. Of the \$670 million slated for SC, \$540 million is for education (K-12 and higher ed) and the General Assembly can apply for these funds. About \$120 million is more closely tied to the Governor, who can reject (after which the General Assembly can apply for them) or assign them to specific projects. The President anticipates about \$3.7 million to be available for Winthrop, BUT that's on top of a base budget that has not yet been established. The current base appears to be set at \$500 thousand less than our base was in 1989, and that could change a lot in coming weeks.
- At the campus level, the Board of Trustees is very focused on what impact today's decisions will have on the future as well as on what's happening right now. The President does expect another cut is likely this semester and that our base for next year will be reduced further. Independently of what's happening at the state level, Winthrop's accelerated budget planning schedule is still operant. The stimulus money may fill a few holes, but we need to remember that it covers only two years and is not recurring. State leadership does not expect any new revenues or any budget increases over at least the next two years. At this point, the President's sense is that IF things will hold as is, AND all else remains equal, then salaries will be subject to no further attachment. Overall, the operating metaphor is that there is a long road ahead; we are doing our best to anticipate and handle the hazards; we will adjust now and also take care of the future impact.

In response to a question about another rescission of state money, Dr. DiGiorgio said that Winthrop has been shepherding its money carefully and can meet some level of demand. At the expected additional 3%, for example, our situation remains viable. In response to a question of how any additional furlough requirements would affect summer session, he replied that they don't because summer session is a separate bucket of dollars. For next academic year, however, potential furloughs are limited only by the 20 days maximum according to state law.

VI. Report from the Vice President for Academic Affairs

Dr. Moore began by noting that he left the executive officers' meeting yesterday feeling better than he has any time since October. He thinks we are prepared for the rest of this year and, if all holds as is, for next year as well. He pointed out that we have made it halfway through the semester successfully and acknowledged that there are many people who are doing more and extra to make that happen. Accreditation activities are in various stages of progress, with all activity organized through the Office of Accreditation, Accountability, and Academic Services (AAAS) under Karen Jones. Dr. Moore emphasized the need for and his appreciation of our patience and understanding with the level of activity involved as a small number of staff cover increasing responsibilities. He likened TALONS and our conversion to the new administrative system to "changing the wheels on the bus as it runs down the highway", noting that staff are attempting to handle all their regular work in two days a week while system conversion and training are eating up the other three days. Dr. Moore encouraged us to try to take some time off during spring break week, right after the SEED conference on March 14th. He continues to appreciate all that we do, especially as he sees us all in the same boat rowing in the same direction.

VII. Committee Reports

A. Academic Council

Mr. Chad Dresbach reviewed the information and recommendations being presented to Faculty Conference.

The following changes were approved by Faculty Conference without dissent:

COLLEGE OF ARTS AND SCIENCES

Department of Biology

Modify Bachelor of Science in Biology, Certification as a Secondary School Teacher to **delete** 8 hours of required biology courses, add 4 credit hours of BIO electives allowing for some flexibility in an often very rigid course schedule, and making changes to reflect course actions from other departments. **(modify program)**

Department of Chemistry, Geology, and Physics

Modify Bachelor of Science in Chemistry, Forensics track to meet the new American Chemical Society curricular guidelines published in 2008. **(modify program)**

Drop Bachelor of Science in Chemistry, Dual Engineering **(drop program)** Note: students still have options to pursue careers in engineering through other tracks.

Drop Bachelor of Science in Chemistry, Environmental Chemistry. **(drop program)** Note: students have environmental studies opportunities through other degree programs.

Department of English

Modify Bachelor of Arts in English/Literature-Language track to offer more options (ARTH 175 & 176) to fulfill the history requirement. **(modify program)**

Modify Bachelor of Science in Science Communication by replacing MCOM 340, which is no longer being offered by the Mass Communication department, and bringing the total number of MCOM hours required for the Science Communication major to the correct total of 9. Also, to delete BADM 411 and add MGMT 341 or 355 in the technology requirements for the major. **(modify program)** Note: University technology requirement is met by other courses on the approved list.

Department of History

Modify Minor in International Area Studies to change title to International Studies and to allow more flexibility in choosing courses best suited to individual students' areas of interest and major within a set of parameters that result in a well-rounded experience. **(modify program)**

Department of Mass Communication

Modify Bachelor of Science in Integrated Marketing Communication to require MCOM 349 and 471. **(modify program)** Note no change in required hours.

Department of Mathematics

Modify the Bachelor of Arts in Mathematics by using a three-course calculus sequence (rather than four) and by adding and deleting various other courses. **(modify program)**

Modify the Bachelor of Science in Mathematics by using a three-course calculus sequence (rather than four) and by adding and deleting various other courses. **(modify program)**

Modify the Bachelor of Science in Mathematics/Certification as Secondary School Teacher by **using** a three-course calculus sequence (rather than four) and by **adding** and **deleting** various other courses. (increases total hours from 127-134) **(modify program)**

Modify Bachelor of Arts in Mathematics/Certification as Secondary School Teacher by **using** a three-course calculus sequence (rather than four) and by **adding** and **deleting** various other courses. (increases total hours from 124-126 to 124-130) **(modify program)**

RILEY COLLEGE OF EDUCATION

Department of Curriculum and Instruction

Modify Bachelor of Science in Family and Consumer Sciences by adding admission requirements, stressing 2.25 gpa requirement, limiting certain FACS courses to majors who have a 2.25, and requiring a C or better in the professional courses. **(modify program)**

The following notifications to Faculty Conference generated no questions or discussion:

COLLEGE OF ARTS AND SCIENCES

Department of Chemistry, Physics, and Geology

Add CHEM 104 Chemistry and Problem-Solving Fundamentals (3). **(new course)**

Modify CHEM 108 General Chemistry Laboratory (1:1:3) to change prerequisite from CHEM 107 to CHEM 105. **(modify course)**

Modify CHEM 301 Organic Chemistry I (4) to change credit hours to 4 and to delete CHEM 303 as a corequisite. **(modify course)**

Drop CHEM 303 Organic Laboratory (1:0:3) **(drop course)**

Modify GEOL 113 Physical Geology Laboratory (1:0:3) to increase lab hours from 2 to 3. (course has been this way since 1980) **(modify course)**

Modify GEOL 401 South Carolina Natural History (3:0:6) to change credit, lecture and lab hours to 4:3:3 **(modify course)**

Modify PHYS 101 Everyday Physics (3) to **delete** the co-requisite of PHYS 102. **(modify course)**

Department of Mass Communications

Modify MCOM 260 Writing for Interactive Media (3:3:0.5) to **change** lecture and lab hours to (3:2:2) and to **change** prerequisites **from** "INFD 415 and INFD 322; senior standing" **to** "CSCI 101 and 101 A, B and C, 2.00 or higher GPA or written permission of department chair." **(modify course)**

Modify MCOM 495 Special Topics in Mass Communication (3) to **change** credit hours **to** 1, 2, or 3. **(modify course)**

Department of Mathematics

Modify CTQR 150 Quantitative Methods in Critical Thinking (3) to **change** designator to MATH and title to Introductory Discrete Mathematics. **(modify course)**

Modify MATH 101 Precalculus Mathematics I (3) to **change** title and content to Algebra and Trigonometry for Calculus and to **change** prerequisites **from** "Satisfactory score on Mathematics Department Placement Test" **to** "Satisfactory score on Mathematics Department Placement Test or a C or better in MATH 151." **(modify course)**

Drop MATH 101E Algebra and Precalculus Mathematics (3:3:3). **(drop course)**

Drop MATH 103 Algebra and Trigonometry (4). **(drop course)**

Modify MATH 104 Trigonometry for Calculus (1) to change co-requisites from "MATH 101 or MATH 201" to "MATH 201." **(modify co-requisites)**

Add MATH 151 Applied College Algebra (3) (new course)

Modify MATH 201 Calculus I (3) to **increase** credit hours to 4; to **change** prerequisites **from** "Math 101 or Math 101E or satisfactory score on math department placement test; Math 104 or satisfactory score on math department placement test" **to** "A grade of C or better in MATH 101 or satisfactory score on Mathematics Department Placement Test;" and to **change** the co-requisite **from** "Math 104 or satisfactory score on math department placement test" **to** "Math 104 or satisfactory score on Mathematics Department Placement Test. A grade of C or better in MATH 101 replaces these co-requisites." **(modify course)**

Modify MATH 202 Calculus II (3) to **increase** credit hours to 4; to **change** prerequisites **from** "Math 201; Math 104 or satisfactory score on math department placement test" **to** "A grade of C or better in MATH 201 and either MATH 101 or a C or better in MATH 104 or satisfactory score on Mathematics Department Placement Test;" and to **change** co-requisites **from** "MAED 200; Math 104 or satisfactory score on math department placement test" **to** "MAED 200." **(modify course)**

Modify MATH 202H CALCULUS II HONORS (3) to **increase** credit hours to 4; to **change** prerequisites **from** "AP AB 3 or higher or permission of math dept chair; MAED 200; Math 104 or satisfactory score on the math dept placement test" **to** "A score of 3 or higher on the AB Calculus Advanced Placement exam or permission of math dept chair;" and to **change** co-requisites **from** "MAED 200; Math 104 or satisfactory score on math department placement test" **to** "MAED 200." **(modify course)**

Modify MATH 261 Foundations of Discrete Mathematics (3) to change prerequisites from "MATH 101 or equivalent" to "MATH 101 or 151." **(modify course)**

Modify MATH 291 Basic Number Concepts for Teachers (3) to **add** a lab hour and to **change** prerequisites **from** "CTQR 150 with a grade of C or better. Restricted to Early Childhood, Elementary, and Special Education majors" **to** "MATH 150 with a grade of C or better. Restricted to Early Childhood, Elementary, Middle Level, and Special Education majors." **(modify course)**

Modify MATH 292 Number, Measurement, and Geometry Concepts for Teachers (3) to **add** a lab hour and to change prerequisites **from** "MATH 291 with a grade of C or better. Restricted to Early Childhood, Elementary, and Special Education majors" **to** "MATH 291 with a grade of C or better. Restricted to Early Childhood, Elementary, Middle Level, and Special Education majors." **(modify course)**

Add MATH 294 Basic Mathematical Concepts for Primary Teachers (3) (new course)

Modify MATH 301 Calculus III (3) to **increase** credit hours to 4, and to **change** prerequisites **from** "MATH 202 or MATH 202H; and MAED 200" **to** "A grade of C or better in MATH 202 or MATH 202H." **(modify course)**

Modify MATH 301H Calculus III Honors (3) to **increase** credit hours to 4, and to **change** prerequisites **from** "AP BC 3 or higher or MATH 202H; MAED 200" **to** "Permission of Department Chair." **(modify course)**

Drop MATH 302 Calculus IV (3). **(drop course)**

Add MATH 310 Mathematical Reasoning (3). **(new course)**

Add MATH 341 Statistical Methods (3). **(new course)**

Modify MATH 351 Introduction to Modern Algebra (3) to **change** prerequisites **from** "MATH 300 and MATH 301" **to** "MATH 301 and MATH 310." **(modify course)**

Modify MATH 355 Combinatoric Methods (3) to **change** prerequisites from "MATH 300" **to** "MATH 300 or permission of department chair" and to **include** basic ideas in the field of graph theory and will be added as a required course in all mathematics degree programs. **(modify course)**

Modify MATH 393 Algebra, Data Analysis, and Geometry Concepts for Teachers (3) to **add** a lab hour. **(modify course)**

Modify MATH 509 Real Analysis I (3) to **change** prerequisites **from** "MATH 522" **to** "MATH 301 and MATH 310." **(modify course)**

Modify MATH 541 Probability and Statistics I (3) to **change** prerequisites from "MATH 302" **to** "MATH 301 and MATH 341 or permission of department chair for MAT students." **(modify course)**

RILEY COLLEGE OF EDUCATION**Department of Health and Physical Education**

Modify PHED 380 History of Sport (3) to delete pre-requisites and to request to meet Historical Perspectives requirement. **(modify course)**

Modify PHED 384 Exercise Physiology (3:2) to **add** BIOL 308 as a pre-requisite or co-requisite and **delete** BIOL 305 and 306 as a co-requisite. **(modify course)**

Modify SPMA 392 Field Experiences in SPMA (3:0:3) to **change** lab hours from 3 to 8 and to **change** prerequisites **from** "Junior or Senior standing as a SPMA major, 2.00 or greater grade point average, grade of C or

higher in SPMA 101, approval of the Sport Management Program coordinator" to "Junior or Senior standing as an admitted SPMA major, approval of the Sport Management Program coordinator." **(modify course)**

The following items originating from the Gen Ed Committee were approved by Faculty Conference without dissent:

1. A proposal to add the course MATH 150: *Introduction to Discrete Mathematics* to the list of courses meeting the Quantitative Reasoning requirements.
2. A proposal to add the course PHED 380: *History of Sport* to the list of courses meeting the Historical Perspective requirements.

The following motion originating from the Academic Leadership was approved by a majority of those voting at Faculty Conference:

To raise the maximum course load for summer session A (Maymester) from 4 credit hours to 6 credit hours. Over the past two summers students have been allowed to take 6 hours. This would make the new limit permanent.

A subcommittee of Academic Council that looked into the possibilities and limitations of double majors at Winthrop provided the following summary and suggestions for possible future actions:

Findings:

1. Although there are no specific Winthrop rules that prevent students from choosing to pursue double majors there was discussion that:
 - a. In some cases encouraging students to pursue a graduate degree might be more beneficial.
 - b. Some degrees prescribe general education requirements in such a way that they are not as easily compatible with other degree programs.
 - c. The differences between dual degree requirements (154 hours) and double majors (124 hours) may prevent some students from choosing a BS and BA option.
2. Several departments/programs on campus are already working on double major programs (such as Exercise Science and Nutrition or Biology; Computer Science and Mathematics; Social Work and Human Resources track)

Looking Forward:

1. "Five-years to a Masters" programs would make students more marketable and allow for more opportunities.
2. Additional cross-departmental programs that could be designed to offer students a more diverse range of degree programs with existing resources.
3. Flexible degree options could create a unique Winthrop experience that would be attractive to prospective students—a design your own program option.
4. The distinctions between double majors, dual degrees, and a second undergraduate degree need to be better defined.
 - a. Dual degrees could be defined as two degrees sought simultaneously at Winthrop (BS in Mathematics and BA in Economics) with a minimum graduation requirement set at 124 hours.
 - b. The 154 hour rule could be used in cases of a second undergraduate degree.

Subsequent discussion included these questions and answers:

- Why did this subject come up? It was raised early in the year in relation to student recruiting because prospects express an interest in double majors.
- Do we know how many students do double majors? Yes and the specific numbers will be reported at the next meeting.
- Overall, the goals of the subcommittee were to investigate whether there were any impediments to double majors, and if so, to identify them.

B. Admissions Advisory Committee

Meeting minutes and the report from the Committee were included in the materials distributed for the March 6, 2009 meeting of Faculty Conference.

C. Budget Priorities Committee

Chair Antje Mays noted that the Budget Priorities web page, which can be found at <http://faculty.winthrop.edu/maysa/lca/bpc>, now includes a link to the 2008-9 budget document as a pdf file.

D. Faculty Personnel Committee (subsequent winners are underlined)

Dr. Marshall Jones conducted balloting for the following elections:

- Chair of Faculty Conference – candidates included Jo Koster, Marsha Bollinger
- Faculty Representative to Attend Student Governance (CSL) Meetings – candidates included Mark Lewis
- Academic Conduct – candidates included Charlie Bowers, Lorrie Crochet, Kristin Kiblinger, Sue Lyman, Joe Rusinko
- Academic Council – candidates included Gary Brooks, Carol Shields
- Academic Freedom and Tenure – candidates included Pat Ballard, Keith Benson, Laura Glasscock, David Meeler, Sue Spencer
- Dinkins Student Union Advisor Board – candidates included Trent Kull, Xusheng Wang, Linda Winter
- Faculty Concerns – candidates include L.H. Dickert, Cynthia Forrest, Malayka Klimchak, Heakyung Lee, Mary Martin, Jeannie Weil, Ginger Williams
- Faculty Personnel – candidates included Siobhan Brownson, Susan Green, David Meeler
- Judicial Council – candidates included L.H. Dickert, David Meeler, Emlee Nicholson, Gale Teaster
- Rules – candidates included John Fowler, Mark Lewis, Frank Pullano, Brad Tripp

E. SACS

Dr. Patricia Graham provided the following highlights of ongoing activity:

- Information is available to the community online at www.winthrop.edu/SACS, and the pages are in line for transition to the new Content Management System. The goal is to have a paperless process.
- The first phase is scheduled to be complete by April 10, including review and recommendations, before moving into phase II, which is writing the compliance report.
- Marilyn Sarow is working with a group to solicit ideas for the quality enhancement plan (QEP), which will embody a five-year commitment.

Ms. Karen Jones, Assistant VP for Academic Affairs, Accreditation, & Accountability then noted that her group is involved in working on the readiness audit, enhancement and development of the assessment plan, identification of student learning outcomes, and an instrument to survey recent graduates. Her office continues to realign responsibilities and resources to get the job done.

F. TALONS

Mr. Tim Drueke noted the following highlights of activity and coming milestones:

- They are three weeks into training on the Student system.
- Finance training is done; they are now in consulting mode, ready to change to the new system on July 1.
- Admissions will change to the new system in September along with schedule building; these constitute phase I of the Student system. Phase II will include advising and registration in March 2010 (although summer 2010 stays on the old system). By August 2010, the Student system will be fully live in Banner, with the first online grading in December 2010.

In response to a question about whether Wingspan will go away, Tim said that there will be a new version, an online interface to Banner, that will probably be called Wingspan II. Dr. Fortner-Wood repeated Dr. Moore's thanks to the staff who are in training three days a week and still trying to cover their responsibilities in the remaining "two" days. She also asked us to be patient with any resultant delays in service. Tim encouraged us to let them know of any issues or questions we have.

VIII. Unfinished Business

- Faculty Governance Review Committee: Dr. Tom Polaski presented a set of recommendations for consideration at the Faculty Conference meeting scheduled for April 24, 2009. A motion to place the proposed bylaws changes on the agenda for our next meeting was seconded and approved without dissent.

IX. New Business

- Summer Session: Dean Yvonne Murnane provided the following highlights of activity related to summer session:
 - There are new posters, flyers, and bookmarks ready to promote summer session (bookmarks were distributed at the meeting).
 - There will be a kickoff to build awareness with tables in Dinkins and in front of Byrnes on March 23 and 24. Tuition will be \$286/credit-hour, and reduced rates for The Courtyard will be announced.
 - Registration for summer session begins March 25.
 - An advisory council of students, faculty, and staff has been established and has already recommended specific course start times for Maymester to ease student scheduling.
 - A \$500 initiative is available for development of online courses to be taught in summer session.
 - A new administrative summer session handbook is in progress and expected to be online by March 23. This will provide information for faculty all in one place.
 - An overview of summer session for 2008 showed 563 seniors, 329 juniors, 204 sophomores, 36 freshmen, 32 transient, 529 graduate degree-seeking, and 307 graduate non-degree/professional development enrollments.

X. Announcements

- Registrar: Mr. Tim Drueke reminded us of upcoming dates as follows:
 - Wednesday, 3/11, is the last day to withdraw from a full-semester course and the last day to rescind an S/U grade designation.
 - Wednesday, 3/25 is the first day of advising for fall courses.
 - Wednesday, 4/8 is the first day of registration for fall courses.
- Faculty Concerns: The committee will be meeting with the President after spring break. Please contact one of the following with any issues or concerns:
 - Arts and Sciences: Leigh Armistead, Wendy Campbell, Gwen Daley, Sue Lyman, David Meeler (Chair)
 - Business Administration: Lynn DeNoia, Michael Matthews, John Robbins
 - Education: A.J. Angulo, Moody Crews, Lisa Johnson, Mark Mitchell, Elke Schneider
 - Visual and Performing Arts: Jennifer Belk, John Fowler, Marge Moody
 - Dacus Library: Carrie Volk

- SEED conference: Dr. Tim Daugherty noted that today is the last day to register for the conference (Student Excellence, Engagement, and Development), which is being held on Saturday, March 14.
- Handouts provided on entry were from ZTA to promote the Crown Classic charity golf tournament on March 27th at Tega Cay. Teams are expected to be four people and the entry fee is \$80 per person.

XI. Adjournment

Dr. Fortner-Wood adjourned the meeting at 3:39 PM.

Respectfully submitted,
Lynn A. DeNoia
Secretary to Faculty Conference