Members Present
1. Jason Liebzeit
2. Michele Rutherford
3. Mary Dolan
4. Roisin Finan

Members Absent
1. Demetrius Woods
2. Roman Snieinski
3. Doug Ander
4. Suzie Buchter
5. Martha Ward
6. Kathy Kinlaw

Guests
1. Mary Kaye Garcia

Next Meeting
Date: March 18, 2016
Time: Noon
Location: Teleconference

Items Discussed

1. Previous Meeting Item:
   Electives Catalog Review Update
2. Previous Meeting Item:
   Solicitation of New Electives
3. New Item for Discussion:
   Capstone begins in April
4. Choose an item.
5. Choose an item.

Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Responsible Person(s)</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Elective Catalog Review</td>
<td>Jason invited Mary Kaye to speak about the catalog updates and issues that happened with the importing of information. She noted that issue was being resolved for the 2016-2017 catalog. Jason noted we as a committee are working on updating elective contacts (Directors/Coordinators) from the list Michele sent out. Mary Kaye suggested that elective contacts get access to OASIS to make changes to their electives in real</td>
<td>Jason Liebzeit, Mary Kaye Garcia</td>
<td>3/15/2016</td>
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time to help eliminate the time consuming task of gathering the information, transferring it to someone to enter and so forth. Group discussed for 20 minutes. We will continue updating contacts and Mary Kaye will create instructions for directors and coordinators to be able to make changes their electives in real time during the time set for updates and will send the instructions to Jason and Michele to distribute.

**Solicitation of New Electives**

Jason would like to talk with Kate Heilpern to see if we could work with her office to discuss the possibility to incentivize creating new contacts based on a faculty development standpoint. Topic tabled until next meeting.

**Capstone begins April 2016**

Capstone beginning April 4th for the class of 2016. He said they were ready and once the intersessions become a bit more planned out and takes place, there may be more opportunity for us to have some input regarding Capstone and Intersessions.