

MEETING MINUTES
University of Alaska Southeast Faculty Senate

November 3, 2017 Egan Library 211

In Attendance:

M. Buzby, President	X
R. Gilcrist, President-elect	X
L. Hoferkamp, Past President	X
Lisa Richardson for A. Jones, SOE	X
S. Nagorski, Natural Sciences	X
J. Hamilton, Business & PA	X
M. Trafton, Sitka	X

S. Feero, Career Ed, Sitka	X
T. Whalen, Ketchikan	X
N. Chordas, Humanities	X
H. Batchelder, Juneau	X
J. Lamb, Library	X
L. Vess, Social Sciences	X
K. Carey, Provost	absent

K. Campbell (recorder)

Guests:

Brian Buma, Colleen McKenna, Megan Watson, Ernestine Hayes, Andrea Dewees

I. Call to Order (TC 5:12)

M. Buzby called the meeting to order at 5:04 pm. Next time Faculty Senate will try the “conference now” audio conference option instead of the 800 number. M. Buzby noted that as Gillian Hays has retired, Anita Parrish has been selected to take her place. Anita was at this meeting for the very beginning, introduced herself, and said she was looking forward to working with Faculty Senate.

III. Approve of Agenda (TC 8:25)

Jonas moved to approve the agenda of the November 3, 2017 meeting. Nina seconded. The motion passed without objection.

IV. Approval of Minutes (TC 08:46)

Robin moved to approve the minutes of the October 6, 2017 meeting as presented. Nina seconded. The motion passed without objection.

V. President’s Report

M. Buzby asked that Senators review the written report in the share drive. She expanded on the following topics:

- **Common Calendar:** M. Buzby is the chair and Julie Hamilton also serves on this committee. Faculty Alliance passed a memo which would leave the choice of any and all non-teaching days at the discretion of each Faculty Senate at each university. (Now posted in the shared drive.) At UAS, faculty may choose non-teaching days, but must give the Registrar’s office advance notice. Changes of this nature for the AY 2018-19 academic calendar should be suggested to the Registrar’s office by early November 2017 and similarly for calendars for subsequent academic years. The Common Calendar Committee met on October 20 and supported this idea. The next meeting will be November 15 to develop the committee bylaws and common fee payment dates with input from the bursars at UAS, UAF, and UAA.
- **Faculty Alliance:** Faculty Alliance passed a memo indicating specific allocation of student tuition and fees where the service is provided. See shared drive for memo. Without too many specific details on implementation, the memo suggests student tuition should be allocated to the university that provides the instructor and student fees should be allocated to the university where the student receives services. For distance classes, the student could have an option of where they would utilize services on campus, if any.

- UA Faculty Morale Survey committee: Kathy DiLorenzo and Ali Ziegler will be serving on this committee, which has not yet met. Sharon Chamard should be getting in touch with them soon.
- UAF is proposing an update to the BOR policy describing GERs – not the GERs themselves, but their descriptions. See the Shared Drive in the October folder for document *UAF_Proposed_GER_regulation_changes_2014.pdf*. These changes will be redirected to the Statewide GER Coordinating Task Force before UAS Faculty Senate votes on them. M. Buzby said any feedback would be helpful, but it will likely come back around next spring.
- Statewide Councils: FA will revisit the efficacy of these councils and the role of faculty on these councils at the August 2018 FA retreat.
 - Research Council – Brian Buma from UAS
 - Other Statewide Councils
 - Student Services
 - Human Resources
 - Finance/Admin/Lands/Facilities
 - Development
 - University Relations – David Noon from UAS
 - Institutional Research – Colleen Ianuzzi from UAS
 - Community Campus Directors
- Career Coach: A web-based tool purchased by UA to help Alaskans explore career and higher education opportunities. Developed in cooperation with EMSI, users will be able to easily browse current Alaska job postings, learn about workforce training and educational opportunities and access current Alaska labor market and wage data using simple online tools. Career Coach, accessible at <https://alaska.emsicc.com/>, is designed to be used by individuals at varying career stages, from high school students to adults looking to begin a new career. For example, transitioning military service members can use their military occupation code to match their current job with private sector positions. Users can design a job search based on wages, their current education level, find out what education or training is necessary for various career fields, or take an online assessment to explore careers based on their personality and strengths.
- The Early Alert system purchased this summer, EAB, had representatives on campus October 17th. Administrators, academic advisors, and some faculty members attended some or all of the days' meetings. The timeline for implementation at UAS is to include training and input from academic advisors this spring and summer with some initial input from faculty starting in Fall 2018. The Provost said she would try to offer some trainings before the start of the semester and separate from fall convocation.
- Chancellor's Strategic Enrollment Task Force: Mainly the Provost and Brad Ewing wrote a draft of the Strategic Enrollment Plan – it is in the shared drive: *Strategic Enrollment Plan 2017 10 13 Draft Framework Goals*. M. Buzby asked senators to send this out to their faculty in order to provide feedback at the December FS meeting. The Retention subcommittee (including Eric Scott, Charla Brown, and others) worked with Brad Ewing to put together more nuanced data for our students based on their GPA in their first semester. This document, UAS Retention Subcommittee - Retention Data & EAB Academic Policy Diagnostic 2017 10 13, is in the shared drive and others are available. M. Buzby pointed out that in this document, while there is a loss of a large percentage of first year freshmen when they don't do well (< 2.0 GPA), there is a larger loss of high achieving (3.0 – 4.0 GPA) freshmen. Discussion went toward more high impact learning opportunities, but M. Buzby mentioned that there is a certain amount of introductory material that must be learned before one-on-one research/projects/activities is practical or meaningful. Some high achieving students leave because they are in a class with students having a wide variety of abilities and do not feel challenged. Allison Krein discussed her strategy on social media presence and recruitment. The Recruitment subcommittee is in the final stages of hiring for a Director of Recruitment, Admissions, and Advising.
- The Strategic Planning & Budget Advisory Committee met on October 12. A list of priorities was distributed and is available in the shared drive. The Provost ran the meeting based off current work toward each of the priorities and discussed who was working on each of the initiatives in those areas. She suggested that those

individuals responsible for the areas in which initiatives fell under would then be responsible for achieving the goals within each priority. There was minimal discussion on specific assessment of these priorities.

- Auke Bay Lab purchase: The purchase of this piece of property – next to Anderson – is complete or nearly complete. Mike Ciri is coordinating the next phases of renovation or construction to make the space suitable for Natural Sciences faculty in Juneau (mostly ENVs) to move their research labs, offices, and classroom space there. It is not clear who is making final decisions on which faculty move or what specific uses the new space will support. The DOE application should be a guiding document for such decisions, which M. Buzby can make available upon request.
- Power and Privilege Symposium is happening on Tuesday, November 7, 2017. The website is www.uas.alaska.edu/privilege/ and registration can be done through <https://goo.gl/forms/cRKy4jzdMIDVp0ZG2>
- Alumni & Friends Active Learning Classroom demonstration is this evening, Friday, Nov. 3 from 5:30-6:30pm in the Egan Building, room 108. There will be presentations/demos by Reid Brewer, Maureen O'Halloran, Megan Watson, Rosemarie Alexander and appetizers and drinks will be provided. Feedback is welcome at uas.alumni@alaska.edu.
- UAS and DOT shuttle survey results are in and summarized by Emily Willauer. See shared drive.

VIII. Provost's Report: Provost Karen Carey was not at the meeting; she is attending an Educause conference in Philadelphia.

VII. IT Report (TC 9:27): M. Buzby referred to the IT report on the share drive.

Blackboard course backups on Google: The upgrade is planned for Friday before winter break (December 22) from 5:00 AM to 3:00 PM, though it may be completed earlier in the day. This is two days after grades are due for the fall semester. The Registrar will need to make sure grades get in before then, as once IT has started the update, there will be no access to UAS Online/Blackboard until the update is complete. M. Buzby asked the senators to email their faculty about this and include the IT Update in the shared drive.

VI. CELT (TC 12:56)

M. Watson reported that it has been a busy month. Last Friday there was a student mental health session with Margie Thomson. M. Watson took extensive notes which will be posted on the CELT site after being reviewed by Margie Thomson. They are working on getting more resources on the teaching and learning, like assessment techniques, group work, etc. and M. Watson will send updates once ready.

- **Digital Faculty Fellows:** Reid Brewer, Robin Gilchrist, Kitty LaBounty, and Alison Ziegler have been selected as the first Digital Faculty Fellows.
- **CELT Faculty Liaison position:** Compensation is estimated at 20% of the faculty member's salary for 6 – 8 hours of work per week. This position is not meant to be in addition to a normal workload service component, but would take its place up to 20% of that faculty member's workload. Final compensation would be negotiated with the faculty member's Dean or Director and the Provost, with consultation from the Egan Library Director as funding for this position comes from that budget. Applications are due by noon on December 1. Essential Functions will be to:
 - Assist in identifying professional development opportunities for faculty in collaboration with CELT at UAS and its counterparts at UAA and UAF
 - Acquire input from faculty across all UAS schools and campuses and provide leadership for the prioritization of institutional instructional technology resources, including face-to-face and distance.
 - Collaborate with the Provost, Deans, and Directors on strategic planning and ongoing support in the development of online education policies and procedures
 - Provide leadership and strategic planning for a variety of educational technology systems including, but not limited to, the learning management system, lecture capture, video-on-demand, assessment management system and online readiness and quality measurement tools
 - Attend UAS IT meetings including the Blackboard working group; make recommendations to IT on classroom-based and eLearning technologies

- Serve as a member of the UAS Regional TLTR
- Utilize Faculty Senate as a tool for communication; attend and provide written reports at each meeting.

IX. Faculty Senate Committee Reports

- **Graduate Curriculum:** There was no report.
- **Undergraduate Curriculum Committee (TC 18:10):** The report is in the shared drive. M. Buzby noted that discussion of the interdisciplinary degree program was tabled until next month, as the Dean has some issues to check out first. It should be in the fall catalog. The committee next meets on November 17. Category A Proposals for initial Faculty Senate review are listed below. After reviewing each item the slate was moved and approved.
 - CHEM S105 General Chemistry I: Separates lecture and corresponding lab into distinct courses to align with general chemistry sequence across the UA system.
 - CHEM S105L General Chemistry I Laboratory: New lab course for CHEM S105.
 - CHEM S106 General Chemistry II: Separates lecture and corresponding lab into distinct courses to align with general chemistry sequence across the UA system.
 - CHEM S106L General Chemistry II Laboratory: New lab course for CHEM S105.
 - Fixed Plant Mechanic Emphasis: Create a new Fixed Plant Mechanic emphasis within the Power Technology Occupational Endorsement program. The following are new courses for the program (all except DESL S144 are Category B proposals, but are included here for information):
 - DESL S140 Construction Drawing Interpretation-Blueprint Reading: New course for Fixed Plant Mechanic emphasis. (*Category B – included for information*)
 - DESL S141 Tools: measuring, leveling, testing and power tools: New course for Fixed Plant Mechanic emphasis. (*Category B – included for information*)
 - DESL S142 Piping: types of pipe, pumps, valves, couplers, piping systems: New course for Fixed Plant Mechanic emphasis. (*Category B – included for information*)
 - DESL S143 Rigging: lifting principles, slings, chains and straps: New course for Fixed Plant Mechanic emphasis. (*Category B – included for information*)
 - DESL S144 Conveyor principles, drive couplings, machine and shaft alignment: New course for Fixed Plant Mechanic emphasis. (Category A)
- **AK Native Studies Graduation Requirement (TC 24:12):** A. Dewees and E. Hayes are asking that the UAS Faculty Senate write a resolution similar to the October 2017 resolution passed by UAA (see shared drive). This requirement was conceived as a “non-credited” requirement. It neither adds nor detracts from the current GER credits (34) or the credits toward the degree. Thus, students could fulfill the requirement by taking an Alaska Native themed GER or by taking an approved Alaska Native themed course as part of their degree program requirements or as an elective. In the future degree programs may wish to build this requirement into their degree program as the BLA has done. Dewees and Hayes propose implementation in AY2018-19. UAS currently offers GER courses in Alaska Native Studies (ANS) and Alaska Native Languages (AKL) and ART (ART 263 Northwest Coast Native Art History and Culture) that would fulfill the learning outcomes for the requirement (see shared drive). Dewees and Hayes propose labeling those GER courses (highlighting, bolding, or placing an asterisk) so that students know which GERs would ALSO fulfill the Alaska Native Studies Graduation requirement. It would also be helpful to identify other courses that would fulfill the requirement, which could be part of a student’s elective courses or course options within their major. There was some discussion about other courses that could fulfill the requirement for Alaska Native Studies that are not currently on the list, as well as courses that are offered at UAA or UAF counting at UAS as well. S. Feero noted that some associate programs only have room for one elective. R. Gilcrist noted that for the AAS there are choices for electives, but within a prescribed set. E. Hayes noted this is a valued and much needed change although she recognizes that there will be some programs that will be inconvenienced. S. Feero said she would like to look at those programs, like Diesel mechanics, to see how this could fit in and how it would impact students. Alberta suggested finding out how UAA is handling this issue in their two-year programs. M. Buzby asked A. Dewees to look into this. H. Batchelder asked about online options for

students, perhaps more relevant to where they live. A. Dewees said that the Alaska Native Studies Council worked on that and she can check with them on the results of that. M. Buzby and A. Dewees will work on a draft resolution supporting the idea, but taking out the requirement part, rather stating that the details would be figured out. The draft resolution will then be sent to FS for review via email. M. Buzby suggested perhaps writing one resolution for baccalaureate programs and another for associates to address the issue. A. Jones asked about where graduate studies would fit into this plan. For now they will focus on the undergraduate side and discuss the graduate level at a future time.

- **Research and Creative Activities (TC 47:44):** B. Buma reported on the items being discussed in RCA committee.
 - The URECA proposal period is still open, and we are continuing to advertise. Jan Straley is working on a proposal to bring high school students to participate in a poster session connected with the URECA symposium. If funded, it would be an excellent outreach opportunity for UAS.
 - The Intellectual Property office at UAF/UAS is seeking to get more involved with UAS faculty. B. Buma spoke with Mark Billingsley about the office and the benefits it provides, including opportunities for connecting with entrepreneurs around the state and entrepreneurial related funding opportunities. The RCA committee will be the primary contact for IP concerns, but individual faculty members will be directed to that office for those connection opportunities.
 - Research is beginning into how overhead on grants (F&A) is distributed back to faculty or departments in other universities, and comparing that to how F&A is handled at UAS.
 - The Statewide Research Council meeting was Monday, Oct 30. The unified business model for Grants Administration is being reviewed over the next several weeks. UAS and UAF have finished submission, UAA is pending. A scorecard for progress towards the four Strategic Pathways based goals was developed, and specific objectives mostly developed. There is a UA-wide Research Facilities contact/webpage being developed. UAS resources are included. The goal is to have a one-stop shop for collaborators in state and federal agencies for utilizing UA expertise. On November 8 there is a meeting with legislators in Anchorage, to promote UA research. P. Martin and S. Tamone are planning on attending.
 - The new Statewide Research council is chaired by Larry Hinzman, UAF Vice Chancellor for Research. The goal of this council is to implement strategic pathways related to research. The council wants to create one unifying grants administration process across the system. UAS and UAF have done their part, waiting for UAA. The group has been tasked with developing a scorecard for progress toward the Strategic Pathways based goals. The council's charter which outlines its mission, purpose, and goals can be found at http://alaska.edu/pres/summit-team/research-council/Statewide_Council_on_Research_Charter.pdf. They are developing a UA-wide website which lists research facilities, so that state and federal agencies in need of expertise can find contact information in one place. It should be online very soon.
 - There will be a meeting in Anchorage on November 8 with legislators to promote UA-level research. Dean P. Martin and S. Tamone will be attending.
- **Sustainability Committee (TC 58:08)** S. Nagorski noted that they have a few sessions during next week's Power and Privilege symposium regarding food security and sustainability: "How Climate Change Will Impact Future Generations of Alaska"; "Food, Fish, and the Future 1: Equity, Sustainability, and Food"; and "Food, Fish, and the Future 2: Transboundary Mining." The committee has continued to submit monthly articles to the Juneau Empire. They will be meeting next week, and are planning for a film series and other activities around the Juneau Renewable Energy Plan.

Other/Shared Governance

- **Advisory Committee on Equity and Cultural Safety:** There was no report.
- **MPIC:** There was nothing to report.
- **TLTR Regional (TC 59:48):** S. Feero reported that they met in October. They received an update from Cody Bennett and discussed concerns regarding the Blackboard upgrade and statewide. Through Cody the committee passed along questions to Vice Chancellor M. Ciri asking for an update from IT governance. They had asked for a stakeholder group meeting beyond the TLTR. They have a change management group. The

committee wants to be able to voice concerns and pass them along including things like having a statewide academic technology presence. Right now the TLTR is the voice for UAS in many ways; UAA and UAF do not have something like that. They were also asking about when course sites get created, noting that a lot of faculty use that as advertising. They have asked M. Ciri if they can be a part of the conversation about access to course sites before students are able to browse, for marketing purposes. There has been an issue with slowness in editing using Blackboard. Cody included that in his update as well. There is a new video management program coming called Kaltura in the spring. A pilot is being put into place, with IT and instructional designers having access to it now. Kaltura enables faculty to create something that can be shared with other instructors, within departments, and also for students to create videos. It should be much easier than what is currently used, with no need to put out to an external site like YouTube. However, it is not collaborative with students, more used for instructional purposes. S. Feero gave an example that an instructor can create a video quiz that can integrate stopping and asking for a response. An announcement will be coming out soon from IT. The Helpdesk is being updated on how to support Kaltura.

- **Strategic Enrollment Task Force (TC 01:05:30)** – M. Buzby referred to the Strategic Enrollment Plan draft framework goals which are in the shared drive. The last meeting was on October 8. The SETF is asking for feedback on this document, and M. Buzby asked the senators to bring this to their faculty and bring feedback to next meeting. They are not looking for wordsmithing, but rather whether or not things are correct, goals, market segments, etc. The current document has spaces for things not yet developed. There are no specific details available yet, but President Johnsen is looking for ways to reduce tuition for Career and Technical Education programs, including occupational endorsements, for FY19, planning to allocate money from the statewide budget. His memo is located in the shared drive. R. Gilcrist noted that CTE classes are interesting to the public, but often cost prohibitive. They are hoping that with increased enrollments, revenues will also increase. There is concern about the perception of devaluing our classes. M. Buzby noted that UAS does have a community college role. She will pass on any specific feedback. Faculty Alliance recently passed a resolution stating that regarding the equitable distribution of student fees and tuition across campuses, as a general principle, Faculty Alliance believes student fees and tuition should be charged and paid in a fashion that allows each unit to be adequately compensated for the services that it provides and each student to benefit from the services for which s/he pays. Examples are given to include: Students should pay on-campus fees to the campus where their in-person course is taught; Students taking distance courses should pay fees in support of the technological needs that facilitate those courses and be provided with an option to forgo paying fees that support services to which they may not have access; And a majority fraction of student tuition dollars should be paid to the campus that pays the course instructor. The full resolution is in the shared drive. M. Buzby will share updates as she receives them.
- **Strategic Planning and Budget Advisory Committee (SPBAC) (TC 01:14:17)** M. Buzby noted that this is in her President's report.
- **Web Strategy Committee (TC 01:14:24)**: A report from Colin Osterhout is in the shared drive. They have hired a new web developer that should be starting the first week of December. The report includes updates on the Admissions site progress, CMS infrastructure, and CMS user base.

X. New Business

- **Provost's Assessment Committee (GERs at UAS) (TC 1:14:40)**: M. Buzby reported that there has been some good feedback, with most comments being about Environmental and Community Engagement. The updated PAC Proposed GELOs and descriptions as of 10/26/17 are:
 - Effective communication: Communicate thoughts and ideas effectively, orally and in writing.
 - Critical thinking: Demonstrate comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
 - Creative thinking: Present creative works of expression, innovative approaches to tasks, or solutions to problems.
 - Empirical reasoning: Articulate the scientific method and pose well-reasoned questions in the search for answers through data.

- Synthesis and analysis: Use and extend theoretical concepts to qualitative and quantitative applications and problem solving.
- Environmental and Community Engagement: Use and extend Indigenous and global cultural perspectives with respect for diversity of people, the sustainable use of resources, and awareness of the environment.

C. McKenna noted that they are working on rubrics, collecting artifacts from across disciplines. She also noted that most schools take five years for this process, and UAS is only taking one. J. Lamb questioned whether it could be managed through Blackboard, but it was noted that some faculty don't use Blackboard. R. Gilcrist noted that further work can't happen until these are approved. M. Trafton said it is important to remember this is not prescriptive at this time, more observational, meant to help figure out what students are actually learning so that somewhere down the line they can be more prescriptive.

The Senate passed the proposed GELOs without objection.

- **Class Scheduling** (TC 01:23:45): M. Buzby noted that there are several items in the shared drive regarding class scheduling. A proposal by the Registrar's office was provided to show possible accommodation of a 15-minute passing time, and student schedules that include classes in the Anderson building, the Rec Center, and main campus. Suggested improvements made by faculty include a start time of 8:15 am to accommodate students and faculty riding the bus that arrives to main campus around 8:00 am. Another concern was that the options for classes meeting 4 days per week were less than are currently available. The current course schedule is included in the shared drive. Ketchikan and Sitka do not need to follow the same course block times; however, Ketchikan's schedule was included, accommodating changes where possible. The latest draft proposal will be shared with all faculty. The senate discussed the bus schedule, and S. Feero asked if anyone had consulted the bus company. M. Buzby said there was a conversation last year after the change had been made to their schedule; at one point they were going to eliminate the bus stop at UAS altogether. M. Buzby asked that feedback be directed to her, and in the meantime she will ask for clarification and send updates as received. It was decided to compile feedback in February, aiming for consensus on whether something can be agreed upon to adopt.
- **Special Course Contract/Course Substitution Forms** (TC 01:36:47): M. Buzby noted that this is a minor change, edited who approves special course contracts and course substitutions, to update things like reference to School of Management, updating titles, etc. A few additional corrections were noted. There were no objections to the updates.
- **Title IX** (TC 01:40:21): M. Buzby has been talking a lot with Lori Klein, Title IX Coordinator regarding Title IX policies, implementation, review, etc. L. Vess attended the most recent Title IX Advisory Committee meeting. The outreach group hosted a myth-busting event recently which was really good. The committee has subcommittee groups, and L. Vess sits on the document review subcommittee. M. Buzby noted that another hope she has for the Title IX policy updates, was to consider how cases are reviewed and deciding between the investigative model vs. hearing model. Discussed mandatory reporter status of faculty, and compliance with the Office for Civil Rights requirements. Discussed issues regarding required student training, including limited internet access for some, and creation of barriers to registration. Today a registration hold was applied for any students who had not taken the training, preventing them from taking advantage of priority registration until training was completed. There is a mechanism whereby a student can opt out. The hold will be removed from all remaining accounts on the first day of regular registration, November 27.

XI. Old Business

- **Concurrent Enrollment Draft** (TC 1:49:46): M. Buzby noted that the main change was adding at Title IX requirement. Discussed approval of high school instructors by relevant governing groups. S. Feero shared the example of tech prep, approval by faculty of textbooks and syllabus.

- **Peer Evaluation of Courses** (TC 1:51:07): Discussed mechanisms for providing faculty activity reports, and at which level they should be reviewed. M. Buzby noted that UAA has a nice document. L. Richardson suggested having a fillable form that faculty can submit. Discussed the ability to attach documents and provide narratives. The main reason for this would be for accreditation purposes. T. Whalen noted that for Sitka and Ketchikan, campus directors could combine them for their campuses for accreditation purposes. M. Buzby noted she doesn't like the idea of fillable forms, but thinks that a template of some kind would be helpful. N. Chordas noted that she has created her own process over the years, which most faculty do. J. Hamilton noted that there is a UNAC form for this, and suggested using the rubric for Quality Matters as a rubric for this.
- **Summer Dual Enrollment Opportunities** (TC 01:57:38): M. Buzby said she is not expecting a lot of feedback on this, but noted that Chancellor Caulfield wants the campus to be better used during the summer, as many of the classrooms are empty. Frank Coenraad has been working on summer programming, and provided a report on "UAS Summer Splash" which includes university intensive courses open to high school students, to include dual credit and high school credit only options. The rationale states that high school courses taken for enrichment and/or acceleration are consistently popular with high school students. These courses are also typically taken independently to provide openings in a student's academic schedule for other graduation requirements or interest. Dual Credit classes are in high demand nationally and statewide. UAS High School Intensive courses will provide students the opportunity to earn high school credit only but like dual credit students the program will expose students to a college environment; introduce students to college study skills and academic habits of mind (organization, time management, etc.); enable students to complete a semester long course in less time; learn high interest academic content from engaging instructors and join a cohort of motivated students. The full proposal is in the shared drive.

Adjournment

The meeting adjourned by unanimous consent at 5:00 pm.