I. Reviewed the topics of import for the year:

- Boards of Advisors & Overseers
- School policy and procedure handbooks
- Fundraising
- Student recruitment
- Scheduling
- Developing co-curricular/curricular links
- Communication
- Six principles
- Writing in the disciplines (WID)
- Faculty
- Schedule for hiring faculty over the next five
- Assessment

II. Assessment

1) Curriculum Mapping
   Briefly look at mapping objectives to curriculum and the issue of rubric, considering rubrics from architecture and from interior architecture, as well as the work of Mary Allen. It was suggested that when curriculum is mapped to outcomes the map should include notation about in what courses skill or knowledge is introduced and initial skill or knowledge must be demonstrated, in what courses development must be demonstrated (and to what level of proficiency), and by what courses mastery must be demonstrated.

2) Academic Program Review
   Reviewed schedule of programs without professional accreditation (Politics/History now, Communication in spring 08, Psychology in fall 09). Chairs may get a ¼ course release to prepare their APR. Examined the newest version of the policy and opened it up for revision. Two topics came forward for further consideration:
   - More complete data sets. These would include financial information and ratios. It was decided that we should share among the group a list of the data sets required by various external reviews and use these to supplement the Woodbury APR data sets.
   - Yearly reports. It was decided that we should consider a short yearly report from each program that shows advances, concerns, and needs to advance. These should be based in part on long-term considerations provided by professional accreditation considerations and in part on the considerations needing to be addressed in the previous yearly report.
III. New Programs

1) New programs, requiring differing methods for approval, were discussed:
   - Undergraduate degree in Urban Studies using the current IS curriculum.
   - Graduate degree in architecture, planned for fall 2009 implementation.
   - The revision of the undergraduate business curriculum.
   - The development of a completion degree and an interdisciplinary design degree in MCD.

2) The WASC substantive change proposal. Copies were distributed and everyone was asked to keep the requirements in mind when completing the new program or major curriculum revision forms as part of the internal process. ALL new programs require WASC approval after they clear all internal processes, including Board review. Noted: WASC considers proposals at its February and June meetings.

IV. Scheduling
The discussion of scheduling yielded many wrinkles that require ironing out at a later meeting:
   - The coordination of GE offerings with studio offerings
   - The coordination of studio stop and start times between architecture and design (if possible)
   - The scheduling of technology enriched classrooms and labs
   - The opening of new sections during registration periods
   - Canceling under-enrolled classes
   - Meeting productivity requirements (institutional average of 15/16 students per class) while meeting instructional needs of students

V. The group shared items of mutual interest:
ITS: IS degree, commute map from Nathan.
AR: website, APR out, lecture series, job descriptions for faculty and Com. Director.
Bus: Strategic plan coming together, 4 or 5 job searches, assessment committee.
MCD: NASAD visit in two weeks.
WUFA: Personnel Cmte to look at faculty designations, Workload task force constituted.
OSD: Campuswide civility, scheduling.

Adjournment: 3:10 p.m.

Next meeting scheduled Wednesday, October 17, 2 p.m. to 3 p.m./ where: (TBD)

NOTE. Draft D&D charge (comments welcome): The Council facilitates the alignment of the academic units’ activities in order to advance the work of the units and of the institution. It creates powerful synergies that improve the effectiveness of education and enhance the distinctive character of the institution. The Council also serves as a forum to ensure the clear and constant flow of communication among the members and their units, to deliberate policy, and shape strategy. It serves as an advisory board to the CAO.