Roll Call:
Present: Jaime Britton (student representative); Sandra Cleveland (Chair); Ed de St. Aubin; Ralph Del Colle; Sarah Feldner; M. Behnam Ghasemzadeh; James Richie; Chris Shaw; William Thorn; Peter Toumanoff; Leigh van den Kieboom; Chae Yi

Excused: Stephanie Quade

Call to Order: The meeting was called to order by Chairperson, Sandra Cleveland, followed by a reflection, “Spring”, by Ed de St. Aubin.

Approval of Minutes: The minutes of the April 6th meeting were approved as circulated.
Motion to approve: Chris Shaw; Second: Gary Meyer. Approved unanimously.

Information Items
Sandra Cleveland acknowledged the work of the following individuals who are finishing their term of service on the committee: Ed de St. Aubin, Ralph Del Colle, Drew Holunen, Chris Shaw, and Leigh van den Kieboom.

Continuing Business
Board of Undergraduate Committee Chair – Sandra Cleveland discussed the election of a new chair for the 2011-2012 academic year. Selection of a chair needs to be completed by May 9th so that the committee can begin work at the first meeting of the 2011-2012 term.

New Chair Election – Chris Shaw volunteered to chair the committee for the 2011-2012 academic year. Jim Richie volunteered to serve as vice-chair for the 2011-2012 term, and then chair for the 2012-2013 term.

Motion to approve: Peter Toumanoff; Second: Chae Yi. Approved unanimously.

Review Annual Report – Jim Richie suggested adding a quantitative count for the items listed under the category “Program Actions”. Three corrections were noted: (1) remove the “s” from the word communication (p. 1); (2) add an apostrophe to the word “Board” (p. 2); (3) correct the spelling of Ed de St. Aubin’s name (p.1).

Motion to approve: Jim Richie; Second: Chris Shaw. Approved (with corrections) unanimously.

New Business
Year in Review – Ed de St. Aubin requested that the committee receive reports regarding the number of majors and independent studies. Gary Meyer indicated that he could provide the committee these reports.
**Actions for Next Year** – The committee discussed a quantitative review of majors, minors, and independent studies. Sandra Cleveland summarized the work on the attendance policy. Jim Richie suggested that the undergraduate bulletin would provide further direction for the policy. Bill Thorn suggested that the committee spend some time during the 2011-2012 term preparing for the next NCA visit. Benham Ghasemzadeh asked about the progress made with the academic integrity issue. Sandra Cleveland reviewed that a committee has been meeting and working on this issue.

Gary Meyer thanked Sandra Cleveland for her service as chair.

The meeting adjourned at 1:05.

Respectfully Submitted,
Leigh van den Kieboom