In Attendance: Professors Todd Franklin, Craig Latrell, Seth Major, and Kyoko Omori

Meeting convened at 4:16 p.m.

Minutes from February 3, 2011 were approved.

Reviewed course approval and masthead changes.

Discussed classroom utilization data from Kristin Friedel and agreed to develop a memo to chairs to encourage them to be mindful of scheduling guidelines and concurrent scheduling of departmental offerings that potentially limit student choice.

Discussed CAS concerns about requests to designate independent study and senior projects writing intensive.

Lastly, Chair Seth Major updated the committee on efforts to gather writing intensive syllabi/assignment schedules from departments.

Meeting adjourned at 5:12 p.m.

Respectfully submitted,
Todd Franklin