Committee members in attendance: Estela Gavosto, Rick Ingram, Stuart Day, Holly Storkel, Jonathan Clark, David Benson, Jim Mielke, John Staninas, Steve Sanders, Greg Burg, Kelly Berkson, and Jack Shteamer

Others in attendance: Joseph Steinmetz, Ann Cudd, Bill Tsutsui, Rob Weaver, Greg Madden, Kim McNeley, Becca Peterson, Jessica Beeson and Anne Sawyer

The meeting was called to order by Dean Steinmetz at 4:00 PM and self-introductions were made.

Minutes
A motion was made and seconded to approve the May 13, 2008 minutes of the College Academic Council as written. The motion was approved unanimously.

Dean’s Office Update
Dean Steinmetz reviewed staffing changes in the Dean’s office.

Budget Update
Dean Steinmetz reviewed the College’s budget and goals for the upcoming academic year.

By-Law Change Procedures
• Dean Steinmetz reviewed the status of the process to adopt proposed changes in the College By-Laws.
• It is anticipated that we will continue to evaluate the current By-Laws and proposed changes will likely be forwarded to the full College Assembly in Spring 2009.

Changes to University withdrawal policy and decisions regarding College procedures
• Changes to the University Withdrawal Policy, effective Fall 2008, require that a grade of W (previously WF or WP) be posted to the student’s record upon withdrawal from a course. Changes to the policy further require the College to establish administrative procedures for withdrawal from courses. Assistant Dean Kim McNeley indicated that the proposed change in withdrawal policy had been discussed at today’s meeting of the Committee on Undergraduate Studies and Advising (CUSA). Greg Madden, Chair of the CUSA, summarized the discussion and advised that, “No instructor or department signature on the University of Kansas Lawrence & Edwards Campus Schedule Change Form is required when a student withdraws from a course during Period 2.”
• After discussion, a motion was made and seconded to adopt the advice of the CUSA as indicated above. The motion was passed with one dissenting vote.

There being no further business, the meeting was adjourned by Dean Steinmetz at 5:17 PM.

The next meeting of the CAC will be on Tuesday, October 14, 2008, 4:00 PM, 210 Strong Hall.

Minutes recorded and transcribed by Anne Sawyer