



	<p>The reason behind the annual schedule is that students want to plan out their schooling for the whole year. There was concern about how all the changes are managed. What software are other institutions using for this process of making changes?</p> <p>Brian, Deb and Beth will meet about “rolling over” Spring FY07 Liberal Arts schedule. They will make revisions if needed. We need to be aware that this will be a “proposed” schedule, not what it is really going to be. There will be lots of changes throughout the year.</p> <p>Administration will be looking at enrollments and not offering low enrollment courses.</p>
6. Research Instruction	<p>Counselors see a need for students to be offered a course on how to use library research databases. Students do not know how to use the research databases in the library. The division chairs would like to get something in place for research instruction</p> <p>Discussion:</p> <ul style="list-style-type: none"> <li>• Type up an instruction sheet for faculty to give to students</li> <li>• Freshman seminar – Intro to Research</li> <li>• There are courses out there, but they do not address the issues for research.</li> <li>• Could “Information Retrieval” be revised?</li> </ul>
7. Other	
8. Adjourned	4:15 pm