

**MINUTES**

The meeting was called to order by Susan Coppersmith, Department Chair at 12:15 PM with 19 voting members present.

**1. Announcements**

Prospective Grad visit dates are scheduled for: March 6-8 and March 27-29

Title IX Audit: April 1-3

Salary Committee needs your CV, please send an updated version to Karyn Matchey.

**2. Vote—Course Proposal MSE 580—Shiu**

Course MSE 580 was discussed. Both the **Graduate Program Committee** (Shiu, chair) and the **Intermed. & Advanced Courses/Labs Committee** (Lawler, chair) recommend sending a letter of support for this course.

This motion was passed by unanimous consent.

**3. Closed Meeting**

The meeting was closed for discussion of personnel matters— pursuant to Section 19.85(1)(c).