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Date: Mon Dec 23, 2002 2:19:17 PM US/Eastern
To: COECURRICULUMCOMMITTEE@umich.edu
Cc: Jeanne Murabito <murabito@engin.umich.edu>, Judy Wolfe <jrwolfe@engin.umich.edu>
Subject: CC Sub-committee to preview course approvals

Dear CC members,

As we discussed in our last meeting, a new CC sub-committee has been formed. Its responsibilities are to preview the course approval forms prior to the CC meeting, fixing minor typos, securing clarification if needed, and identifying potential points of contention. Quite a charge! In order to give sufficient time for the sub-committee to work, it was agreed that the deadline for course approval would be the Tuesday (seven days) before the scheduled meeting. To share the burden (thankless?) of reading that material, the effort will be spread, more or less equally, among the twelve members as follows:

CC Scheduled Meeting Date	Date Course forms are Due	CC sub -committee members
Jan 14	Jan 7	Fessler, Friedmann, Hansen, Troesch
Jan 28	Jan 21	Fessler, Friedmann, Hansen, Troesch
Feb 11	Feb 4	Herrin, Holloway, Hulbert, Troesch
March 4	Feb 25 (Spring Recess?)	Herrin, Holloway, Hulbert, Troesch
March 18	March 11	Montgomery, Noble, Peng, Troesch
April 1	March 25	Montgomery, Noble, Peng, Troesch
April 15	April 8	Robertson, Samson, Takayama, Troesch

The review of the course approvals should be able to be accomplished via e-mail. Perhaps the best way to do this would be for Judy to post the preliminary forms on the CC WorkTools site. Comments? Problems? See you Jan 14.

Happy Holidays....

Armin