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## Educational Policies Committee Minutes, December 4, 2014

Utah State University

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# EDUCATIONAL POLICIES COMMITTEE MINUTES

**4 December 2014**

A meeting of the Educational Policies Committee was held on 4 December 2014 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair  
Heidi Kesler, Curriculum Retention  
Michele Hillard, Secretary (represented by Lauren Skousen & Barbara Williams)  
Richard Mueller, College of Science (represented by Dennis Welker)  
Karen Mock, Quinney College of Natural Resources  
Kevin Olson, Caine College of the Arts  
Kacy Lundstrom, Libraries  
Ed Reeve, Curriculum Subcommittee Chair (represented by Janet Anderson)  
Melanie Nelson, USU-Eastern  
Eddy Berry, Humanities and Social Sciences  
Jared Schultz, Education and Human Services  
Norm Jones, General Education Subcommittee Chair  
Nathan Straight, Regional Campuses  
Kelly Fadel, Huntsman School of Business  
Thom Fronk, Engineering  
Scott Bates, Academic Standards Subcommittee Chair

Absent: Roland Squire, Registrar's Office  
Scott DeBerard, Graduate Council  
Derek Hastings, Graduate Studies Senator  
Doug Fiefia, USUSA President

Visitors: Laura Gelfand, Department Head, Art & Design  
Dawn Kirby, Assoc. Dean, Humanities and Social Sciences

## **I. Approval of the minutes of the 6 November 2014 meeting**

*Eddy Berry moved to approve the minutes from the November 6 meeting. Karen Mock seconded; minutes approved.*

## **II. Subcommittee Reports**

### **a. Curriculum Subcommittee (Ed Reeve)**

Course Approvals

Proposal put on hold pending BFW. Request from the School of Applied Sciences, Technology and Education to restructure the Agricultural Systems Technology MS degree.

*Norm Jones moved to approve the business of the Curriculum Subcommittee. Janet Anderson seconded; motion approved.*

### **b. Academic Standards Subcommittee (Scott Bates)**

Meeting held November 13th, 2014 from 2 - 3:30 p.m. in Champ Hall Conference Room

Present: Scott Bates, Chair, Emma Eccles Jones College of Education & Human Services  
Stephanie Hamblin, Advising  
Dawn Kirby, College of Humanities & Social Sciences  
Karen Mock, College of Natural Resources (represented by *Chris Lant - ENVIS*)  
Roland Squire, Registrar's Office, (represented by Eric Humphrey)  
Nathan Straight, Regional Campuses  
Marci Smith, Registrar's Office  
Heidi Kesler, Curriculum Retention

Absent: Doug Fiefia, USUSA President  
Thomas Fronk, Engineering

Visitor: Kristine Miller – Director of Honors Program

## AGENDA NOVEMBER 13TH, 2014

### OLD BUSINESS

This was the first meeting of the Academic year.

### NEW BUSINESS

**I. Records Hold Policy** was discussed. Marci Smith proposed adding language to the current “records hold” policy to align with current practice. (*proposed language added*)

A “Records Hold” ~~will be~~ is placed on a student’s record ~~when for an outstanding unresolved~~ financial obligation or disciplinary action. ~~has been reported.~~

When a “hold” is placed on a record, the following results may occur: (1) An official and/or unofficial transcript may not be issued; (2) **a diploma and/or certificate may not be issued**; (3) registration privileges may be suspended; (4) other student services may be revoked. The “hold” will remain effective until removed by the initiating office. It is the student’s responsibility to clear the conditions causing the “hold.”

Chris Lant moved to accept changes to the “Records Hold” Policy; Dawn Kirby seconded. Outcome: motion passed.

**a. Grading Policy** was discussed. The discussion centered on clarification for when the grades must be submitted. (*Proposed wording added*)

Grading is the main symbolic method of recording the evaluation of a student’s academic performance. This academic evaluation is both the responsibility and the prerogative of the individual instructor. Where appropriate, the instructor may delegate authority but not responsibility in this matter. The instructor is the ultimate arbiter of grades in the course. **All grades must be submitted 120 hours after the last final examination on Friday.**

The instructor of record of a course has the responsibility for any grade reported. Once a grade has been reported to the Office of the Registrar, it may be changed upon the signed authorization of the instructor of record who issued the original [grade or a request sent via the instructor's USU email account](#). In case the instructor is not available, the department head or [associate dean](#) has authority to change the grade. This applies also to the grade of Incomplete (I). A change of grade after more than one year also requires the signature of the academic dean of the college in which the course is offered.

The establishment of grading policy devolves on the Faculty Senate as the representative of the individual instructor. The Faculty Senate Committee charged with the establishment and review of grading policy is the Academic Standards Subcommittee of the Educational Policies Committee, which has student representatives, since students are directly affected by changes in grading policy. All matters regarding grading policy throughout the University shall, therefore, be referred to this subcommittee.

Chris Lant moved to accept edits to the Grading Policy; Dawn Kirby seconded. Outcome: motion passed.

- II. Academic Standing Policy** was discussed. The discussion involved including verbiage in sections: “Semester GPA Warning”, “Academic Warning”, and “Academic Probation”. (edits are included)

#### *Academic Standing Policy*

Continued enrollment at Utah State University is dependent upon an undergraduate student maintaining satisfactory academic progress toward attaining a degree. To assist students in maintaining satisfactory progress, Utah State University has adopted academic standards designed to provide early identification of students who are experiencing academic difficulty, and to provide timely intervention through academic advising and academic support programs.

Academic standing at Utah State University is dependent upon the total number of credits a student has attempted, the student's semester grade point average (GPA), and the student's cumulative USU GPA.

Undergraduate students are placed on semester GPA warning, academic warning, or academic probation as a warning that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Students who are placed on semester GPA warning, academic warning or academic probation should immediately seek assistance in academic improvement from such sources as academic advisors, instructors, and the Academic Resource Center.

#### *Good Standing*

An undergraduate student is considered by the University to be in *good standing* when his or her semester GPA is 2.00 or higher and the USU cumulative GPA is 2.00 or higher. At the end of a semester, one of the following actions will be taken for students who began the term in good standing:

- Students will continue in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, **or**

- Students who have a semester GPA below 2.00, but maintain a USU cumulative GPA that is 2.00 or higher, will be placed on semester GPA warning, which will appear as a blank on the transcript, **or**
- Students will be placed on academic warning if the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are less than 36 credits, **or**
- Students will be placed on academic probation if the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or more.

#### *Concurrent Enrollment Credit*

Students who are taking courses through USU concurrent enrollment will not have academic standing noted on their transcripts until they have attempted 9 or more credits.

#### *Semester GPA Warning*

An undergraduate student with a term GPA *less than 2.00*, but whose USU cumulative GPA is or higher, will be placed on semester GPA warning. Students **who are** on semester GPA warning, **but were in good standing the previous semester**, will NOT have this status designated on the transcript, but the academic standing will appear blank, rather than indicating good standing. At the end of a semester, one of the following actions will be taken for students who began the term on semester GPA warning:

- Students will be placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.00, **or**
- ~~Students will remain on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out),~~ **or**
- Students will be placed on academic warning status if the semester GPA is below 2.00, the USU cumulative GPA falls below 2.00, and the cumulative attempted hours are less than 36 credits.
- Students will be placed on academic probation if their semester GPA is below 2.00, the USU cumulative GPA falls below 2.00 and the cumulative attempted hours are 36 credits or more.

#### *Consequences of Semester GPA Warning*

The academic unit associated with the student's major has the authority to determine the consequences of semester GPA warning. These consequences may include one or more of the following, but are not limited to: placing a registration hold on a student's record, requiring a meeting with an academic advisor, and requiring the student to sign a contract. A contract may require specific actions to be taken by the student, and an expected level of performance in the classroom, in order for the student to continue in his or her current degree program. A contract may include, but is not limited to, things such as: meeting with an advisor in the Academic Resource Center, participating in a workshop, attending tutoring sessions, participating in supplemental instruction, taking specific courses and achieving a specified minimum grade, and meeting regularly with an advisor. Failure to fulfill the contract may lead to dismissal from a program of study.

The consequences outlined here are also applicable to students placed on academic warning or academic probation.

### *Academic Warning*

An undergraduate student with less than 36 attempted hours and with a USU cumulative GPA of *less than 2.00* is placed on academic warning. An undergraduate student on semester GPA warning who has another consecutive semester with a semester GPA below 2.00, while retaining a USU cumulative GPA of 2.00 or higher, will be placed on academic warning, regardless of the number of credits attempted. Students on academic warning who complete all graduation requirements (which includes a cumulative GPA of 2.00 or higher) will have the standing in the last term changed from academic warning to semester GPA warning, which appears as a blank on the transcript. Academic warning serves as a reminder that future semesters with a GPA below 2.00 could result in more serious consequences.

At the end of the next semester of enrollment, one of the following actions will be taken for students who began the term on academic warning status:

- Students will be removed from academic warning status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is higher than 2.0, **or**
- ~~Students will be placed on semester GPA warning status, and the standing will be posted on the transcript, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. (Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out), or~~
- Students will remain on academic warning status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, and the cumulative attempted hours are less than 36 credits, **or**
- Students will remain on academic warning status if they earn less than a 2.00 semester GPA, but the USU cumulative GPA rises above 2.00, **or**
- Students will be placed on academic probation if the USU cumulative GPA remains below 2.00 and the cumulative attempted hours are 36 credits or more, **or**
- Students will be placed on academic probation if they earn less than a 2.00 semester GPA, and the USU cumulative GPA remains below 2.0.

### *Academic Probation*

An undergraduate student with 36 or more attempted hours with a USU cumulative GPA of *less than 2.00* is placed on academic probation. A student ~~with~~ who is on academic warning and has a semester GPA of *less than 2.00* is also placed on academic probation. Academic probation serves as a warning to students that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Academic probation is an indication of *very serious academic difficulty, which* may result in suspension from the University. Undergraduate students may be placed on academic probation as a result of either semester GPA, cumulative GPA, or both.

At the end of the next semester of enrollment, one of the following actions will be taken for students who began the term on academic probation status:

- Students will be removed from academic probation status and placed in good standing if they earn at least a 2.00 semester GPA and the USU cumulative GPA is

- higher than 2.00, **or**
- Students will be placed on semester GPA warning status, ~~and the standing will be posted on the transcript~~, if the semester GPA is below 2.00 and the USU cumulative GPA is 2.00 or higher. ~~(Note: For students who graduate at the end of the semester, the academic standing will appear as a blank on the transcript when graduation is closed out)~~, **or**
  - Students will remain on academic probation status if they earn at least a 2.00 semester GPA, but the USU cumulative GPA remains below 2.00, **or**
  - Students will be placed on academic suspension if they ~~fail to~~ earn ~~less than at least~~ a 2.00 semester GPA, ~~and the USU cumulative GPA remains below 2.0~~.

A student who is on academic probation and receives an incomplete grade in one or more classes may register for classes in the subsequent semester, provided the grades received from his or her other classes are high enough to prevent the student from being placed on academic suspension. A student in this situation, prior to making up the incomplete grade, may enroll in *only one* subsequent semester. A Registrar's Office hold will then be placed on the student's record, preventing him or her from registering for a second additional semester. Additional registration holds may be placed on a student's record by an academic advisor. The Registrar's Office hold will not be removed until the incomplete grade is changed to a letter grade. If the resulting grade does not cause the student to be placed on academic suspension, the Registrar's Office hold will be removed. Other registration holds, such as an advisor hold, will need to be removed by the office placing the hold.

Exceptions to the one subsequent semester limitation may be made (1) if receiving the grade that accompanies the incomplete grade (e.g., a student who receives an *IF* grade would receive an *F* if no additional work was completed) would not cause the student to be placed on academic suspension for the semester in which the incomplete grade was originally received, or (2) by memo of justification from the course instructor who submitted the incomplete grade. Any exceptions must be requested through the Registrar's Office.

Dawn Kirby moved to accept edited language to the Grading Policy; Chris Lant seconded. Outcome: motion passed.

**IV.** Marci Smith brought up a concern about students being able to pursue dual majors from the same department with overlapping courses. It was decided that was a discussion for the curriculum committee.

**V.** Kristine Miller would like to develop a Global Engagement transcript designation and asked the committee for direction on where to begin discussions. It was decided that she needed to take it to the curriculum committee.

**VI.** Time ran short to discuss the Excused Absence policy – tabled until next meeting

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## FUTURE BUSINESS

Discussion on Excused Absence Policy

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## NEXT MEETING

The next meeting of the Academic Standards Subcommittee of the EPC will be December 11,

2014.

*Norm Jones moved to approve the business of the Academic Standards Subcommittee.  
Richard Muller seconded; motion approved pending amendments*

*Norm Jones moved to approve the amendments. Eddy Berry seconded the amendments.  
Motion approved.*

**c. General Education Subcommittee (Norm Jones)**

November 18, 2014, 8:30 A.M.  
Champ Hall Conference Room

**Present:** Norm Jones, Chair; Dean Adams, Engineering; Eddy Berry, Social Sciences; Dan Coster, Quantitative Intensive; Brock Dethier, Writing Program; Laura Gelfand, Arts; Dawn Kirby, Humanities and Social Sciences; Harrison Kleiner, Connections; Pam Martin (for Kacy Lundstrom), Library; Brian McCuskey, Humanities; Kris Miller, Honors; Karen Mock, Natural Resources; Bob Mueller, Regional Campus; Dick Mueller, Science; Michele Hillard, Secretary; Larry Smith, Provost's Office; Lawrence Culver, American Institutions; Mary Leavitt, Advising; Cindy Dewey, Creative Arts; John Mortensen, Student Services; Janet Anderson, Provost's Office;

**Absent:** Kathy Chudoba, Business; Stephanie Hamblin, University Advising; Lee Rickords, Agriculture and Applied Sciences; Doug Fiefia, USUAS President; Melanie Nelson, USU Eastern; Ryan Dupont, Life and Physical Sciences; Shelley Lindauer, Education and Human Services

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**Call to Order** – Norm Jones

**Approval of Minutes** – October 21, 2014

*Motion to approve made by Dean Adams. Seconded by Dawn Kirby, minutes approved.*

**Course Approvals**

**Course/Designation Removals**

HIST 4650 (DHA) **APPROVED**..... Brian McCuskey

*Motion to approve made by Brian McCuskey. Seconded by Dawn Kirby.*

**Syllabi Approvals**

ART 1020 (BCA) Mark Koven **PENDING** .....Cindy Dewey

CMST 1330 (BSS) Jason Gilmore **APPROVED** ..... Eddy Berry

*Motion to approve made by Eddy Berry. Seconded by Dawn Kirby.*

HIST 3670 (CI) James Sanders **APPROVED** .....Brock Dethier

*Motion to approve made by Brock Dethier. Seconded by Cindy Dewey.*

MUSC 1110 (BCA) Tim Chenette **APPROVED** .....Cindy Dewey

*Motion to approve made by Cindy Dewey. Seconded by Eddy Berry.*

PHIL 4300 (DHA) Charlie Huenemann **PENDING** ..... Brian McCuskey

PHIL 4410 (DHA) Charlie Huenemann **PENDING** ..... Brian McCuskey

THEA 1033 (BCA) Jason Spelbring **APPROVED** .....Cindy Dewey  
*Motion to approve made by Cindy Dewey. Seconded by Eddy Berry*

THEA 1513 (BCA) Matthew Stowe **APPROVED** .....Cindy Dewey  
*Motion to approve made by Cindy Dewey. Seconded by Eddy Berry.*

THEA 1713 (BHU) Richie Call **APPROVED** ..... Brian McCuskey  
*Motion to approve made by Brian McCuskey. Seconded by Dean Adams.*

USU 1300 (BAI) Jeff Bateman **APPROVED** ..... Lawrence Culver  
*Motion to approve made by Lawrence Culver. Seconded by Dawn Kirby.*

WILD 5700 (CI) **APPROVED** ..... Brock Dethier  
*Motion to approve made by Brock Dethier. Seconded by Karen Mock*

### **Business**

The oral vs. written component for Communications Intensive courses was opened up for discussion. Brock Dethier and Bob Mueller will work as a subcommittee to provide suggestions for next month's meeting on whether the criteria should be revised and if so, the wording that should be included.

Janet Anderson gave an update on the General Education appeal process and the Qualtrics survey she is working on. Wording in the policy should be changed so that the approval comes from the Provost's office, not the Dean or Department Head. Norm and Janet will work on drafting this language.

Reminder that the next Gen Ed meeting will take place on Tuesday, December 9.

Meeting adjourned at 9:25 a.m.

*Kelly Fadel moved to approve the business of the General Education Subcommittee. Kacy Lundstrom seconded. Motion approved.*

### **III. Other Business**

PROPOSAL from the University Honors Program (Kristine Miller, director): *to create a new "Global Engagement Scholar" transcript designation*

DESCRIPTION: The University Honors Program proposes to offer its students the opportunity to ground their Honors work in topics of global concern. Focusing on both academic understanding and practical application, Global Engagement Scholars would be students who have learned to think deeply and to engage thoughtfully with the international issues that shape their disciplines. The resulting transcript designation of "Global Engagement Scholar" will communicate to future employers and/or graduate programs the student's commitment to international communication and understanding.

PROPOSED REQUIREMENTS (and alignment with existing requirements for Honors):

- **Foreign language competence**: Students will need to complete two years of

course work (or equivalent competency testing) in a second language.

- *Not a current Honors requirement, but many Honors students choose to complete this work.*
- **9 credits/points of Study Abroad and other Practical Application Work:** All Global Engagement Scholars will complete six credits (or two contracts for six Honors points) of course and/or internship work during at least one term abroad (fall, spring, or summer). Students earn the additional three credits/points in Honors Practical Application work by completing a contract that explores and produces work on a specific topic of global concern.
  - *Honors students are required to complete 9 credits of “practical application” work, which may include various types of academic work beyond the classroom; this requirement focuses that work on topics of global concern and study abroad.*
- **Returning Traveler Presentation:** The semester of their return from study-abroad, Global Engagement Scholars will present to the Honors community a 30-minute PowerPoint presentation outlining a specific international issue that informed their study abroad and articulating how that issue has extended and shaped their academic study here at USU.
  - *Honors students must have a final product for any practical application work; this requirement advertises the program and creates a venue for their final products.*
- **Honors Capstone/Thesis:** The final capstone or thesis project will need to demonstrate substantial engagement with global issues in the student’s discipline. Like other Honors students, Global Engagement Scholars will enroll in a one-credit thesis proposal course before completing the thesis. The faculty mentor, any committee members, departmental Honors advisor, and Honors program director must approve not only the thesis proposal itself but also its Global Engagement emphasis.
  - *Honors students must all complete a thesis or capstone project; once again, this transcript designation would focus that work on global issues.*

*Item tabled until January meeting. Invite Kristine Miller and Janis Boettinger to attend.*

Adjourned at 3:45 pm

# EDUCATIONAL POLICIES COMMITTEE MINUTES

**6 November 2014**

A meeting of the Educational Policies Committee was held on 6 November 2014 at 3:00 pm in Old Main 136 (Champ Hall Conference Room)

Present: Larry Smith, Chair  
Roland Squire, Registrar's Office (represented by Marci Smith)  
Heidi Kesler, Curriculum Retention  
Michele Hillard, Secretary  
Richard Mueller, College of Science (represented by Dennis Welker)  
Karen Mock, Quinney College of Natural Resources  
Kevin Olson, Caine College of the Arts  
Kacy Lundstrom, Libraries  
Ed Reeve, Curriculum Subcommittee Chair (represented by Janet Anderson)  
Melanie Nelson, USU-Eastern  
Eddy Berry, Humanities and Social Sciences  
Jared Schultz, Education and Human Services  
Doug Fiefia, USUSA President  
Nathan Straight, Regional Campuses

Absent: Scott DeBerard, Graduate Council  
Norm Jones, General Education Subcommittee Chair  
Kelly Fadel, Huntsman School of Business  
Thom Fronk, Engineering  
Scott Bates, Academic Standards Subcommittee Chair  
Derek Hastings, Graduate Studies Senator

Visitors: Sandie Nadelson, Director, Nursing and Health Professions

## **I. Approval of the minutes of the 2 October 2014 meeting**

Approved by committee.

## **II. Subcommittee Reports**

### **a. Curriculum Subcommittee (Larry Smith)**

Larry Smith reviewed the Curriculum Subcommittee business.

All courses were approved.

Request from the Department of Biology to add a new Human Biology emphasis to the existing BS. (see below)

Request from the Department of Economics and Finance to create a minor in Real Estate. (see below)

Request from the Department of Health, Physical Education, and Recreation to discontinue the School Health emphasis. (see below)

Request from the Department of Health, Physical Education, and Recreation to discontinue the School Health Teaching minor. (see below)

Request from the Department of Instructional Technology and Learning Sciences to reduce 20 credit hours from the BS to PhD and 17 credit hours from the MS to PhD. (see below)

Request from the Department of Plants, Soils, and Climate to change the name of the major in Environmental Soil/Water Science to Land-Plant-Climate Systems. (see below)

*Eddy Berry moved to approve the business of the Curriculum Subcommittee. Dennis Welker seconded; motion approved.*

**b. Academic Standards Subcommittee** (Scott Bates)

No report

**c. General Education Subcommittee** (Larry Smith)

October 21, 2014, 8:30 A.M.  
Champ Hall Conference Room

**Present:** Dean Adams, Engineering; Eddy Berry, Social Sciences; Dan Coster, Quantitative Intensive; Brock Dethier, Writing Program; Doug Fiefia, USUAS President; Laura Gelfand, Caine College of the Arts; Dawn Kirby, Humanities and Social Sciences; Harrison Kleiner, Connections; Kacy Lundstrom, Library; Brian McCuskey, Humanities; Kris Miller, Honors; Karen Mock, Natural Resources; Bob Mueller, Regional Campus; Dick Mueller, Science; Melanie Nelson, USU Eastern; Michele Hillard, Secretary; Larry Smith, Provost's Office; Lawrence Culver, American Institutions; Ryan Dupont, Life and Physical Sciences; Mary Leavitt, Advising; Shelley Lindauer, Education and Human Services

**Absent:** Kathy Chudoba, Business; Cindy Dewey, Creative Arts; Stephanie Hamblin, University Advising; John Mortensen, Student Services; Lee Rickords, Agriculture and Applied Sciences; Janet Anderson, Provost's Office; Norm Jones, Chair

**Visitor:** Barbara Williams, Provost's Office

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**Call to Order** – Dawn Kirby

**Approval of Minutes** – September 16, 2014

Motion to approve made by Dean Adams, Laura Gelfand seconded. Minutes approved.

## Course Approvals

### Course/Designation Removals

#### Syllabi Approvals

CMST 3700 (CI) **Approved**..... Brock Dethier  
Motion to approve made by Brian McCuskey, Karen Mock seconded. Motion approved

CMST 4460 (CI) **Approved**..... Brock Dethier  
Motion to approve made by Brian McCuskey, Karen seconded. Motion approved

USU 1300 (BAI) Jeff Bateman **Pending**..... Lawrence Culver

WILD 5700 (CI) **Pending** ..... Brock Dethier

#### Business

HONR 3070 (Change in required credits)

Change wording to reflect the requested change. Write it so that the model includes flexibility for all students. Make it 3-6 variable credits.

Below is a link to the recent article about our Gen Ed Program that appeared in the “campus model” section of an Assoc. of American Colleges and Universities publication.

<http://www.aacu.org/campus-model/aligning-general-education-and-major-utah-state-university>

USU was also recognized as having a model program in the text of the Degree Qualification

Profile recently released by the Lumina Foundation and the Assoc. of American Colleges and Universities.

Meeting Adjourned: 8:50 am

*Karen Mock moved to approve the business of the General Education Subcommittee. Eddy Berry seconded; motion approved.*

Meeting adjourned at 3:13 pm