Dean Quigley called the meeting to order at 4:05pm.

I. Dean Quigley welcomed the student members, Brendan Kelly and Kristin Canfield, to the committee.

II. The minutes of the Sept 22 meeting were approved unanimously.

III. Credit Evaluation.
Dean Quigley started the discussion by laying out the timeline for the credit evaluation process. The subcommittees in humanities, social science and natural science will review the credit hours submission from each dept and present the results in the December meeting. It is expected that most of the credits will be approved by the full committee at that meeting. The honor programs, Pulse and Perspective courses will be reviewed later.

Highlights from the Natural Science subcommittee report:
- So far the information received were easy to handle, there might be one particular 4 credit course (with 2 lecture hours and a 110 minute lab) that needed to be looked at more carefully.
- Most of the other courses followed the credit hour rule precisely.
- Some members concerned about the difference between 1 credit and 2 credit labs.

Highlights from the Social science subcommittee report:
- Some departments still had not submitted the information.
- Some departments were not sure about whether they should submit the course for the current year or next year.
- More details about the individual study contracts were needed.
- There were concerns about undergrad seminar and lab hours.

Highlights from the Humanities subcommittee report:
- Most of the courses were 3 credits.
- There were a number of courses that currently have 110 minutes lecture time but are expected to change to 150 minutes next year.
• It was suggested that there would be a follow up in March to check if each department carries through the change of meeting hours as they promised.
• Upper division seminars can have different formats; the dept needed to justify in each case that it could be qualified as a 3 credit course.

Highlights from the discussion:
• Dean Quigley emphasized that for those non-standard courses, the committee would look at them case by case but follow a similar set of rules.
• The committee emphasized that extra work outside the classroom did not necessary equal to extra credit, unless the extra work could increase the value of course meeting hour.
• With the modification of the meeting hours for many courses, there will be an increase in the amount of time that faculties spend with students. It was suggested that a measurement could be carried out in the future on the effect of this change. Dean Quigley replied that it could be the baseline for future assessment on quality improvement and productivity.
• The subcommittees will meet at least twice to work on the general issues, get consensus, identify the major issues and bring them to the December meeting.

Meeting was adjourned at 5:10 pm

Submitted by
C-K Cheung