

MINUTES

CARTA Steering Committee Meeting, November 18, 2011

Report date: November 20, 2011 by E. Ozer

Participants: R. Dundas, Music (**Chair**)
J. Chandler, Architecture (**Vice Chair**)
P. Church, Theatre
M. Vitenson, Music
K. Watson, Communication Arts
E. Ozer, Landscape Architecture (**Secretary**)

Absent: P. Abbott, Interior Architecture
R. Buckley, Art & Art History

Chair's Agenda:

- I. Call to order and Roll
- II. Review of minutes from meeting on November 4, 2011; vote to approve
- III. Updates on the progress of the Constitution

MEETING COMMENCED at 1:13 pm

I. Call to order and Roll

Chair Dundas called the meeting to order at 1:13 pm.
P. Abbott and R. Buckley were absent.

II. Review of minutes from meeting on November 4, 2011; vote to approve

Motion (K. Watson): Approval of minutes.

Second (J. Chandler).

Vote: Unanimous.

Resolution: Minutes approved.

III. Updates on the progress of the Constitution

Chair Dundas reported that prior to this Steering Committee Meeting, he had a meeting with Dean Schriener to review the Constitution document for a final time. After their meeting, Chair Dundas included Dean Schriener's comments on the Constitution

document and projected the latest version of the document on the screen during the Steering Committee Meeting.

The Steering Committee members read the document aloud, reviewed each paragraph, and made appropriate minor changes, corrections, deletions and additions. The Steering Committee Members considered all the comments/feedback from Dean Schriner during this editing process.

Steering Committee Action:

On Monday November 21, 2011, Chair Dundas will send to the Steering Committee members the final version of the edited CARTA Constitution document via email. Each Steering Committee member will distribute this final document to their respective colleagues and department chairs via email, and record their feedback. On Friday December 2, 2011, at 1:00pm, during the Fall CARTA Faculty Assembly Meeting, Chair Dundas will ask for a brief summary from each Steering Committee member regarding the feedback that they received from their respective colleagues and chairs. After a discussion, the members of the CARTA Faculty Assembly will vote on the final version of the Constitution document.

MEETING ADJOURNED at 2:29pm