

MINUTES

CARTA Steering Committee Meeting, February 17, 2012

Report date: February 27, 2012 by E. Ozer

Participants: R. Dundas, Music (**Chair**)
P. Abbott, Interior Architecture
R. Buckley, Art & Art History
P. Church, Theatre
M. Vitenson, Music
K. Watson, Communication Arts
E. Ozer, Landscape Architecture (**Secretary**)

Absent: J. Chandler, Architecture (**Vice Chair**)

Chair's Agenda:

- I. Call to order and Roll
- II. Review of minutes from meeting on January 13, 2012; vote to approve
- III. Chair's Report on CAC Meetings
- IV. Review and Discuss By-Law Updates
- V. Other Items
- VI. Adjournment

MEETING COMMENCED at 1:05 pm

I. Call to order and Roll

Chair R. Dundas called the meeting to order at 1:05 pm.
J. Chandler was absent.

II. Review of minutes from meeting on January 13, 2012; vote to approve

Motion (P. Abbott): Approval of minutes.

Second (P. Church).

Vote: All in favor.

Resolution: Minutes approved.

III. Chair's Report on CAC Meetings

Chair R. Dundas reported that the Chairs Advisory Council members have received reports with detailed information regarding performances of their individual units as well as the college's performance as a whole. The reports were positive in general. However, one critical item highlighted was the retention rate. Although low student retention rate is a university wide problem with a long history, the CARTA's retention rates are significantly low (about 44%) and will need immediate attention. Chair R. Dundas reported that each unit chair would inform their colleagues in their respective units about the details of retention rates.

IV. Review and Discuss By-Law Updates

The Steering Committee members discussed the draft By-Laws document that Chair R. Dundas had prepared and projected on the screen. Every item had been read loud and discussed. Edits/Changes have been made to the document and some portions have been highlighted for consultation with Dean Schrinier.

V. Other Items

Chair R. Dundas will meet with Dean Schrinier as soon as possible to discuss the updates on the By-Laws document. The Steering Committee members will meet on Friday March 2nd at 1:00pm to finalize the document.

VIII. Adjournment

Motion (R. Buckley): I move we adjourn the meeting.

Second (K. Watson).

Vote: All in favor.

Resolution: Motion Passes.

MEETING ADJOURNED at 2:44pm