1. The APC members brought samples of syllabi and course-level learning goals to the meeting. They discussed the components of the syllabus and recommend the following:

- Creating a recommended template (that would be posted on-line) all faculty members would follow.
  - M. Costello will prepare a draft of the template based on the comments from the APC meeting and from the sample syllabus that L. Richardson distributed to all faculty at the beginning of the academic year. M. Costello will distribute the template to the APC members for review prior to the next APC meeting.

- Requiring that each faculty member post his or her syllabus on Blackboard. In this way Schools will have access to all the syllabi without them being collected via e-mail. In addition, faculty can distribute an abbreviated version of the syllabus in class (without the links to necessary information) and refer students on-line to the expanded version.
  - M. Costello will check with J. Cotler to find how many faculty are now using Blackboard.

- Conducting a workshop titled “Designing a syllabus and creating course-level learning goals” for faculty in the spring 2010 semester (in coordination with the Committee on Teaching and Faculty Development.
  - M. Costello will meet with the co chairs of the Committee on Teaching and Faculty Development to select a date for the workshop.

3. Next meeting

The next APC meeting is scheduled for Wednesday, November 11, 2009, from 4:00-5:00 p.m.

Each APC member will bring the following:

- The 2008-2009 Learning Assessment Reports from the majors within each school
- The 2009-2010 Learning Assessment Plan for the majors within each school