

3 October 2023

**TO:** **Undergraduate Studies Council Members:** Jessica Birnbaum, Carrie Cumming, Lisa DeChano-Cook, Jordan Dunn, Lori Gray, Tomika Griffin-Brown, Carly Hagins, Irma Lopez, Dave Karowe, Leah Latumaerissa, Dawn Mason, Susan Piazza, Jill Rowe, Abdus Salam, Scott Slawinski, Sue Steuer  
**Advisory Member:** Colleen Stano  
**Ex Officio:** Sarah Summy, Faculty Senate President  
**Guest:** Marie Moreno, Faculty Specialist, Business Information Systems; Robert Tuttle, Associate Professor, Engineering Design, Manufacturing and Management Systems; Alicia Kornowa, Director of Admissions

**FROM:** Diane Riggs, Chair

**Undergraduate Studies Council**

**AGENDA**

10 October 2023, 3 to 5 p.m.

[Webex Link](#)

1. **Call to Order**
2. **Acceptance of the Agenda**
3. **Approval of Minutes**
  - a. Undergraduate Studies Council – 12 September 2023 Minutes
4. **Reports of Officers**
  - a. Chair Report – Riggs
  - b. Ex Officio Report – Summy
5. **Reports of University Representatives**
  - a. Curriculum Manager – DeChano-Cook
  - b. Academic Advising, Merze Tate College – Griffin-Brown
6. **Unfinished Business**
7. **New Business**
  - a. MOA-23/02: *Drop/Withdrawal Extension* – Kornowa
  - b. Master of Science in Manufacturing Engineering – Tuttle
  - c. Minor in Business Communication – Moreno
8. **Announcements**
9. **Adjournment**

***COUNCILS ONLY: Elected members who cannot attend the meeting are asked to send a substitute of their choice who also represents their respective college. Non-elected members are not restricted as to whom they may designate to substitute for them.***