

## **MINUTES**

### **C4 Committee Meeting – April 20, 2007**

Present: Bill Dougherty, Rod Henshaw, Stuart Klugman, Russ Lovell,  
Jim Romig, Ron Torry

Agenda:       Review Assertions, Evidence, and Narrative Drafts (attached)  
                  Subcommittee summary/review statements  
                  Full committee suggestions  
                  Prepare "Poster Copy" for University Poster Session  
                  and arrange committee staffing for the event

#### Minutes:

1. Committee discussed general progress and overviewed the year's processes and progresses. Romig summarized work of the Steering Committee.
2. Committee reviewed (and made minor corrections to) the assertion and evidence statements, updating copy on the draft poster. All Agreed that the post copy and design are appropriate and that Romig should have the poster printed.
3. Each subcommittee chair agreed to be present or to arrange for an alternate for the May 1 university poster session.
4. Considerable discussion took place regarding activities at the poster session and beyond that will assure faculty-wide and staff-wide input toward the final committee report.
  - a. All agreed to review the document draft and to gather colleague's ideas for report improvement. Suggestions will be sent to Romig who will incorporate them into a revised draft and re-circulate to committee members for corrections and approval.
  - b. Russ Lovell agreed to review the entire document and make suggestions for adding materials regarding the Law School.
5. Committee suggestions will be accepted through May 15. Romig will then prepare the final report and submit it to the Steering Committee. Each member of the committee will stand ready to respond to questions and requests from Sue Wiight and the Steering Committee.
6. An around-the-table check-in revealed the each member present is satisfied with the progress made and pleased. to have been part of the committee process. Mutual congratulations were offered, and out last committee meeting was adjourned.