

**Minutes**  
**BSLAS Coordinating Committee**  
**February 12, 2018**  
**Morrison 304**  
**2:00 pm**

**All members present:**

Randy Prus, Chair  
Tim Boatman, *ex officio*  
Maribeth Nottingham  
Carolyn Fridley, *ex officio*  
Tristan Eggener  
Charles Matthews  
Charla Hall  
Dan Althoff  
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**Agenda for Meeting Feb. 12**

1. Review of two documents
  - a. new course request (capstone)
  - b. request for program modification
2. Elimination of Group VII (Business)
3. Review of Job Description for Coordinator

**Notes on Meeting Feb. 12**

1. Randy Prus (chair) called the meeting to order at 2:00.
2. Minutes from previous meeting approved unanimously.
3. Charles Matthews moved to accept the new course request (capstone) with deletion; seconded by Tristan Eggener; motion passed unanimously.
4. Charles Matthews moved to approve request for program modification; seconded by Charla Hall; motion passed unanimously.
5. Carolyn Fridley reported on the history of Group VII in the Southeastern catalog, explaining that Group VII was eliminated from the catalog years ago, but the advising sheet with Group VII content continued to be used in error.
6. Carolyn Fridley was hired as Temporary Full Time (TFT) for a year. The BSLAS Committee must review the job description because this is a position which, at some point, must be advertised. Currently the responsibilities are to teach three courses and advise students, for the equivalent of a five course load per semester. The question arises as to whether we want to make the position permanent full time rather than TFT. There was substantial discussion about whether to include the word "coordinator" as part of job title.
7. The job description will be on the agenda for March 2018 meeting. We should look at APPM for definition of instructor's duties.
8. The meeting adjourned at approximately 3:10 pm.

Submitted by  
Dan Althoff