**Attendance:**

Hockenberry [] Horst [X] Jones [X] Mangruem [X] Nichols [X]

Smith [] Stewart [X] Villalobos [X] Kramer [] Topdar []

Catanzaro [X] Braswell [X]

**Absences:** 3

Meeting called at 6:06 pm

Senator Horst postponed the approval of the minutes as there was no quorum at 6 pm.

Without quorum, therefore without vote, the committee discussed minutes from the last two meetings.

The committee discussed the CAS bylaws. After quorum was achieved, the CAS bylaws were passed and forwarded to the Executive Committee.

Committee discussed editorial changes to the Mass Email Policy and Procedures with Craig Jackson. Mr. Jackson also explained the procedures of the Mass Email Guidance Council to the committee. The committee unanimously passed the revised draft of these documents.

Minutes from January 20th were approved unanimously by vote.

Minutes from February 3rd were also approved unanimously by vote.

Committee discussed Academic Planning Committee charge and the recommended changes provided by Cooper Cutting.

The committee suggested new changes to section 4 to APC Charge and added new language. Wonsook Kim College of Fine Arts was added to the faculty membership list. Committee voted unanimously to pass the amendments in the APC Charge.

The committee moved to AABC (Administrative Affairs and Budget Committee) blue book charge. Committee unanimously approved the AABC charge, and Senator Horst said that she would forward it to the executive committee.

Committee discussed plans for further committee assignments. Senator Horst suggested that the committee begin reviewing College of Education bylaws; the committee agreed.