CHIP Committee Meeting - APPROVED

Date	Tuesday, August 28, 2018, 1-1:45pm
Location	Nursing 200
Attendees	Members: Profs. Connie Barbour (SON); Judy Butler (COE/Senate); John Garner (COAH); Anne Merrem (COE); Partha Ray (COSM); Janet Strickland (COE); and Guests: Profs. David Jenks (AA) and Jill Drake (AVP/AA)

1. Introduction of new and returning members

   Members and guests introduced each other, went over their various roles, and established secretary duties.

2. Review of committee composition and charge

   Members and guests discussed the nature of CHIP; its history and formation; its charge; the definitions of terms like "action committee," "table," "approve with comments,"etc.; the nature of the new Curriculog system; the need for communication with proposers in each college regarding expectations of attendance and the format and expected content of proposals (e.g. learning outcomes, rubrics, etc.); and who should attend meetings.