I. Bookstore Topics – I visited with Debbie Brown and Fritz Purdum regarding some topics related to the working relationship between faculty and the bookstore. Some of the points:
   • Consistency in course textbooks would be helpful
   • Packages – be sure the parts will be used
   • Access codes – the bookstore will identify courses for which an access code must be purchased if a used textbook is chosen.
   • Helpful if faculty use selected textbook
   • The bookstore folks would be interested in meeting with Schools if so desired.

II. Catalog timeline - The spring of 2005 will be publication time for our next biennial catalog. The endpoint of this process is around April 1 in order to get the catalog to the printer and have copies on time for orientation. A proposed set of deadlines looks like:

   February 18: All proposed changes submitted to VPAA’s office
   March 7-9: Administrators proof changes in VPAA’s office
   March 21-23: Administrators proof revised copy in VPAA’s office
   April 1: To printer

   Please remember that curriculum changes, course additions, modifications, etc. have to clear the Curriculum Committee changes and potentially the Regents before becoming a part of the catalog.

III. Syllabus notes: A couple of items that have come up on syllabi to note:

   Be sure drop dates are clearly indicated in the syllabus.

   Accommodations statement example: Cameron University is committed to making its activities as accessible as possible. The University provides a range of special services for those with disabilities. If you anticipate a need for any of those services, please contact the Cameron University Disabled Student Services office, located in 326 N. Shepler, 2800 W. Gore Boulevard, Lawton, OK 73505-6377. Phone (580) 581-2209. Website at http://www.cameron.edu/disabled_services

   (Courtesy of Dr. Burgess)
IV. Honors program discussion.

One of the actions identified in Plan 2008 is (2.3 – B). Establish a comprehensive academic honors program. Some of the discussion points related to an honors program include:

- Are honors courses best offered separately or as an add-on component to an existing course?
- Is a multiple entry point program best?
- Should we have a general honors category as well as departmental honors?
- Should graduation with completion of the honors curriculum be noted on the transcript?
- What level of interest do departments have in offering departmental honors?
- What is a reasonable method administratively for pulling together a coordinated honors program?

VI. Other topics

**Calendar notes**

October 14 – Legislative Forum – Theater at 7:00 AM
October 14 – Leadership Lawton on campus in morning
October 15 – Convocation
October 15-16 – Alumni Weekend events
October 16 – CU Preview Day
October 29 – Research day at UCO
November 9 – Hackler Award Dinner
November 10 – OU – CU basketball game – Lloyd Noble Arena
Week of February 7 – Homecoming Week

**Nomination information**

