The Cameron University Lectures and Concerts Committee
Minutes for Meeting on February 3, 2003
Unapproved

Present: Hyunsoon Whang (Chair), Clint Bryan, Linda Dzialo, Carole Wydur, Daniel Myers, Myrissa Berry, Lindsay Baugh,

Convened at 3:07 pm

Chair called the meeting to order. The first order of business was to select a secretary so that minutes could be recorded for submission to Faculty Council. Clint Bryan volunteered. Chair explained the policy concerning “Follow-Up Evaluation Reports” to new committee members. Only two of six programs funded so far had complied. Myers questioned the need for such reports. Bryan suggested that they document fund use for potential audits. There was a consensus to keep the requirement for the reports. Dzialo and Wydur volunteered to send reminders two weeks after the event occurs.

Next the 2003-2004 Proposal Announcement letter was discussed. After viewing last year’s letter, Dzialo suggested correcting “critical” to “criteria” in Item 3 of Policies. Chair requested that Items 9 and 10 be changed to bold print. Chair recommended April 18 as the deadline for proposal submission. Chair recommended that the committee meet at 3:30pm on April 25 to decide on proposals. Chair recommended that the cover letter should include a notice that the sponsors of proposals are encouraged to attend the meetings in which the proposals are considered.

Chair requested Wydur to get a letter and an email announcement out soon. Myers suggested a forum such as a website as a better means of informing students. Wydur suggested using student email as well.

Wydur reviewed previously funded proposals such as lectures, concerts, etc. Wydur reviewed “fund usage.”

Adjourned 3:30pm