


**MEMORANDUM**  
**Provost/Dean of the College**

TO: All Faculty

FROM: Elissa Tenny 

SUBJECT: Curriculum Coordinators

DATE: February 21, 2003

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As announced at our last faculty meeting, I am forming a college-wide Curriculum Planning Committee. The committee will be composed of a faculty member from each of the disciplines serving as Curriculum Coordinators. The Coordinators will be compensated by either release time of one course per academic year or a stipend. The Coordinators will serve for a two-year term beginning in the Fall 2003 term.

I ask that each discipline nominate three faculty members from their area, from which I will make the final selection. Please submit the names to me by **Friday, March 14<sup>th</sup>**. If you have any questions about the positions, please do not hesitate to contact me.

Thanks very much.