

Agenda
February 8, 2005

1. Approval of the January 25, 2005 minutes
2. Review revised checklist of oral communication
3. Share revised definition of written communication
 - a. Begin checklist for written communication
 - b. Discuss appropriate classes for assessment
4. Set next meeting and plan next assignments

(over)

Members of the BBA Learning Assurance Committee

Glenn Albright
Al Boone
Michael Carew
Ajay Das
Dorothy Dologite
Debra Dookeran
Elsie Gottlieb
Ed Rogoff
David Rosenberg
Bill Ruland
Steven Schnaars
Judy Tse
Ashok Vora
Phyllis Zadra

Consulting Members

Rob Ducoffe
Hamou El Barmi
Matt Johnson
Hedda Nadler-Hurvich, President of Mount & Nadler

Guests

Paula Berggren
Mikhail Gershovich
David Potash
Cheryl Smith