

## MEMORANDUM

**DATE:** October 15, 2003  
**TO:** General Education Committee Members  
**FROM:** Mark Hardt, Chair  
General Education Committee  
**RE:** MEETING DATE, PLACE, AND AGENDA

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The next meeting of the General Education Committee will be held on Tuesday, October 21, 2003, at 3:30 p.m., in the Library 3<sup>rd</sup> floor Conference Room.

- I. Approval of Minutes  
October 7
- II. Discussion
  - A. Debrief – Chairs Meeting
  - B. Come up with Guidelines
  - C. Determine Strategy and Schedule for Meeting with Departments.

MH/rjrm