Outcomes Assessment Work Group
Approved Minutes
Mar. 7, 2013
12:30 - 2:30pm
Yosemite Hall, Rm 213
View the minutes and attachments at:
http://outcomesassessment.sites.mjc.edu/index.php

Members Present: Belen Robinson, Beth Bailey, Brian Sanders, Deborah Brayman, Eileen Kerr, Gail Brumley, Gerald Wray, Heather Townsend, James Todd, Kathleen Ennis, Lynette Borrelli, Mark Anglin, Michael Sundquist, Nita Gopal, Patrick Bettencourt, Paul Muncy, Sonny Gumm, William Kaiser

Members Absent: Amanda Schnoor, Cecelia Hudelson Putnam, James Dorn, Jillian Daly, Lorena Dorn, Milan Motroni, Pedro Mendez

Others Present: Kathy Haskin

I. APPROVAL OF ORDER OF AGENDA ITEMS
M/S/C (P. Muncy, seconded) Move to approve the order of the Agenda.
18 Ayes, 0 Opposed, 0 Abstentions

II. APPROVAL OF MINUTES DEC 6, 2013 and FEB 7, 2014
M/S/C (S. Gumm, P. Muncy) Move to approve the Dec. 6, 2013 minutes.
18 Ayes, 0 Opposed, 0 Abstentions

18 Ayes, 0 Opposed, 0 Abstentions

III. NOTIFICATION ITEMS
CMPSC 241 - Assembly Language and Programming
CMPSC 261 - Problem Solving and Programming 2
Revised and approved, updated in CurricUNET 2/17/14 per Heather Townsend and Barbara Adams
Data Entry into CurricUNET/Piratesnet
See attached report from Heather Townsend

Computer Science will become CSI. Going forward we will go with the change. Eileen will figure out how to indicate that they are the same class. Also Speech Communication is now Communication. The date for activation will be summer 2014. Theatre will be changed at some point also.
IV. **CLOs Originating Through Course Updates or Revisions**

A. **Status Reports**

1. **CLOs Pulled for Revision at Previous OAW Meetings - Updates on Status of Revisions**

CMPGR 217 - Computer Illustration Software (11/1/13) (Paul) Still in process
MUST 141 - Musicanship and Guided Listening 1 (2/7/14) (Lynette) In process of being revised
MUST 142 - Musicanship and Guided Listening 2 (2/7/14) (Lynette) In process of being revised
MUST 143 - Musicanship and Guided Listening 3 (2/7/14) (Lynette) In process of being revised
MUST 144 - Musicanship and Guided Listening 4 (2/7/14) (Lynette) In process of being revised
(Eileen, Lynette and Heather to talk later about these regarding changing just the CLO’s and/or assessing also)

PEA - 141 - Adapted Fitness (2/7/14) (Milan) Bill Kaiser believes this has been inactivated. To be checked.

THETR 154 - Dance Rehearsal and Performance 3 (2/7/14) (Lynette)
THETR 168 - Dance Rehearsal and Performance 4 (2/7/14) (Lynette)

These came through Curriculum, and the revisions were made, Eileen received in an email.

**M/S/C (K. Ennis, B. Bailey) Move to approve THETR 154 and THETR 168**

18 AYES, 0 Opposed, 0 Abstentions
Eileen to email document to Heather and Kathy.

SPCOM 100 - Fundamentals of Public Speaking (Kathleen/Eileen for all Speech)
SPCOM 101 - Voice and Articulation
SPCOM 102 - Introduction to Human Communication
SPCOM 104 - Argumentation
SPCOM 105 - Intercollegiate Forensics
SPCOM 106 - Group and Organizational Communication
SPCOM 107 - Introduction to Debate
SPCOM 110 - Persuasion
SPCOM 120 - Oral Interpretation
SPCOM 122/THETR 122 - Introduction to Reader’s Theatre
SPCOM 123/THETR 123 - Storytelling
SPCOM 124/THETR 124 - Advanced Readers’ Theatre
SPCOM 125 - Forensics Interpretation Events
SPCOM 130 - Intercultural Communication
SPCOM 135 - Forensics Limited Preparation Events
SPCOM 145/AGGE 145 - Parliamentary Procedure

All SPCOM (COMM) courses are still in process.

B. **CLOs for Approval** (includes revisions from previous meetings and new submissions through course updates)

1. **Revised CLOs Pulled Previously - Ready for Approval**

None at this time
2. **NEW CLOs for Approval** (includes February 4 and February 18, 2014 curriculum committee meetings)

CLOSs pulled were: ART 172, HUMAN 105, MUSC 122 and PHILO 130.

A motion was made to approve the remainder of the courses with a blanket approval.

**M/S/C (K. Ennis, L. Borrelli) Move to approve the remainder of the CLOs with a blanket approval.**

18 AYES, 0 Opposed, 0 Abstentions

**ADJU - 212: Criminal Investigation**

Upon satisfactory completion of this course, the student should be prepared to:
1. Distinguish between an interview and an interrogation.
2. Analyze new technologies impacting crime scene investigations
3. Describe the elements of a specific crime.

**CLO’s Blanket approved for ADJU 212 by OAW, Mar. 7, 2014.**

**ANTHR - 192: Anthropology of the Pacific Northwest**

Upon satisfactory completion of this course, the student should be prepared to:
1. Describe the cultural evolution of a region based on archaeological and ethnographic evidence.
2. Explain contemporary issues in the context of anthropological concepts.

**CLO’s Blanket approved for ANTHR 192 by OAW, Mar. 7, 2014**

**ART – 172: Intermediate Photography**

Upon satisfactory completion of this course, the student should be prepared to:
1. Demonstrate intermediate to advanced skills of fine art photography including camera and meter operation, film development, film scanning, black and white wet-lab printing, and presentation.
2. Demonstrate skills of seeing beyond the obvious, of visual articulation of ideas using photography, and or inquiry into oneself and the world.

**M/S (G. Brumley, B. Bailey) Move to approve ART 172.**

Discussion resulted in making no revisions.

**M/S/C (G. Brumley, B. Bailey) Move to approve ART 172.**

18 YES, 0 Opposed, 0 Abstentions

**EASCI - 161: Earth Science**

Upon satisfactory completion of this course, the student should be prepared to:
1. Identify and explain the formation and uses of the materials that make up the solid earth.
2. Describe and explain the causes and consequences of the internal and external processes that control the shape of the earth's landforms and seafloor.
3. Describe and explain the causes and consequences of the processes that control ocean circulation, waves, tides, and coastal processes.
4. Describe and explain the causes and consequences of the processes that control atmospheric circulation, weather, and climate.
5. Describe and explain the processes that formed the solar system and then place the solar system
within the broader context of the cosmos.

CLO’s Blanket approved for EASCI 161 by OAW, Mar. 7, 2014

HUMAN - 101: Introduction to the Humanities
Upon satisfactory completion of this course, the student should be prepared to:
1. Interpret and evaluate the significance of the arts, literature, religion and philosophy in giving form and meaning to the human experience.
2. Interpret and evaluate the role that history, social institutions, tradition and geography play in the production of the arts, literature, religion and philosophy.

CLO’s Blanket approved for HUMAN 101 by OAW, Mar. 7, 2014

HUMAN - 105: Early Humanistic Traditions
Upon satisfactory completion of this course, the student should be prepared to:
1. Interpret and evaluate the significance of the arts, literature, religion and philosophy in giving form and meaning to the human event, specifically from ancient civilizations through the Renaissance and Reformation.
2. Interpret and evaluate the role that ancient, medieval and humanistic worldviews play in the production of the arts, literature, religion and philosophy.

M/S (S. Gumm, B. Bailey) Move to approve HUMAN 105.

Discussion resulted in making no revisions.

M/S/C (S. Gumm, B. Bailey) Move to approve HUMAN 105
1 AYES, 0 Opposed, 0 Abstentions

HUMAN - 106: Humanities in the Modern World
Upon satisfactory completion of this course, the student should be prepared to:
1. Interpret and evaluate the significance of the arts, literature, religion and philosophy in giving form and meaning to the human event, specifically from the European rediscovery of the New World to today.
2. Interpret and evaluate the role that humanistic, scientific, romantic, industrial and contemporary worldviews play in the production of the arts, literature, religion and philosophy.

CLO’s Blanket approved for HUMAN 106 by OAW, Mar. 7, 2014

HUMAN - 110: East Meets West
Upon satisfactory completion of this course, the student should be prepared to:
3. Interpret and evaluate the significance of the similarities and differences among the arts, literature, religion and philosophies of the Eastern and Western world.
4. Interpret and evaluate the role that notions of geography, tradition, orientalism, Occidentalist, colonialism, migration, tourism and globalism play in the production of the arts, literature, religion and philosophy.

CLO’s Blanket approved for HUMAN 110 by OAW, Mar. 7, 2014

HUMAN - 130: Introduction to Western Religions
Upon satisfactory completion of this course, the student should be prepared to:
5. Interpret and evaluate the role the three major Western religions—Judaism, Christianity and Islam—in shaping the production of the arts, literature and philosophy.

6. Interpret and evaluate the influence of monotheistic, messianic and prophetic worldviews in the production of the arts, literature, religion and philosophy.

CLO’s Blanket approved for HUMAN 130 by OAW, Mar. 7, 2014

HUMAN - 140: Introduction to World Mythology
Upon satisfactory completion of this course, the student should be prepared to:

7. Interpret and evaluate the role that mythic structures from around the world play in the production of the arts, literature and philosophy.

8. Interpret and evaluate the influence of various creation and destruction myths, heroic journeys, tricksters and goddesses and gods in shaping the form and meaning of the arts, literature, religion and philosophy.

CLO’s Blanket approved for HUMAN 140 by OAW, Mar. 7, 2014

MUSC - 122: Electronic Music 2
Upon satisfactory completion of this course, the student should be prepared to:

10. Create and perform original electronic music compositions.
11. Discuss advanced concepts and processes in electronic music.

M/S (P. Muncy, L. Borrelli) Move to approve MUSC 122.
Discussion resulted in making no revisions.

M/S/C (P. Muncy, L. Borrelli) Move to approve MUSC 122.
18 AYES, 0 Opposed, 0 Abstentions

PHILO - 130: Political Philosophy
Upon satisfactory completion of this course, the student should be prepared to:

12. Explain and evaluate different theoretical orientations to politics.
13. Compare different political issues in terms of different theoretical orientations.
14. Construct and evaluate arguments in support of, and in opposition to, different theoretical orientations in politics.
15. Construct and evaluate arguments in support of, and in opposition to, different political issues.
16. Describe the historical context and development of different political theoretical orientations.

M/S (P. Muncy, K. Ennis) Move to approve PHILO 130.
Discussion took place. E. Kerr to take back to the author and have a conversation, and make sure he knows K. Ennis approved them.

M/S (P. Muncy, K. Ennis) Move to approve PHILO 130. Motion Failed.
1 AYE, 17 Opposed, 0 Abstentions

PHYS - 160: Descriptive Introduction to Physics
Upon satisfactory completion of this course, the student should be prepared to:
17. Solve problems and predict outcomes for physical systems through application of selected concepts in classical and/or modern physics (algebraic principles will be utilized in the process)
18. State and apply fundamental physical principles in order to explain phenomena in our everyday world
19. Use the scientific method to gain information about simple physical systems

CLO’s Blanket approved for PHYS 160 by OAW, Mar. 7, 2014

Upon satisfactory completion of this course, the student should be prepared to:
1. Use the scientific method to collect and analyze data for simple physical systems.
2. Solve problems and predict outcomes for physical systems through application of selected concepts in classical and/or modern physics (algebraic principles will be utilized in the process)
3. State and apply fundamental physical principles in order to explain phenomena in our everyday world.
4. Verify physical principles in classical and/or modern physics through measurement and experimentation.

CLO’s Blanket approved for PHYS 180 by OAW, Mar. 7, 2014

RLES - 380: Real Estate Principles
Upon satisfactory completion of this course, the student should be prepared to:
20. Identify and define real estate terminology utilized in industry.
21. Explain laws and procedures that apply to the sale of California residential real estate.
22. Identify and assess ethical issues related to the real estate environment.

CLO’s Blanket approved for RLES 380 by OAW, Mar. 7, 2014

RLES - 381: Real Estate Practices
Upon satisfactory completion of this course, the student should be prepared to:
1. Describe common practices employed in a residential real estate transaction.
2. Explain real estate marketing and sales techniques as it applies to listing real property.
3. Analyze ethical and procedural problems that arise in residential real estate sales transactions.

CLO’s Blanket approved for RLES 381 by OAW, Mar. 7, 2014

RLES - 382: Legal Aspects of Real Estate I
Upon satisfactory completion of this course, the student should be prepared to:
23. Identify essential characteristics of a contract.
24. Use specific examples to illustrate how contracts are used, and distinguish between contract and disclosure.
25. Identify agency issues and describe the duties and responsibilities the agency has to its principal and others.

CLO’s Blanket approved for RLES 382 by OAW, Mar. 7, 2014

RLES - 384: Real Estate Finance
Upon satisfactory completion of this course, the student should be prepared to:
1. Describe notes, loans, and trust deeds typically used by real estate lenders.
2. Analyze and qualify a borrower for a prospective real estate loan.
3. Identify and assess ethical issues related to real estate finance.
RLES - 385: Real Estate Appraisal, Residential
Upon satisfactory completion of this course, the student should be prepared to:
1. Identify physical, social, economic and political forces that affect property values.
2. Complete a standard form appraisal of a typical single family residence.
3. Identify and assess ethical issues related to real estate appraisal.

RLES - 392: Basic Escrow Procedures
Upon satisfactory completion of this course, the student should be prepared to:
26. List the main documents of an escrow and explain their purpose.
27. Create an escrow closing statement.
28. Differentiate between the various types of escrows: exchange, sale, and business.

V. CLOs Originating through CLO Update Only Process
A. Status Reports – these will remain on the list until taken care of.

1. CLOs Pulled for Revision at Previous OAW Meetings - Updates on Status of Revisions
   CMPSC 289 - Directory Services (2/7/14) (Paul) Still working on it.
   CMPSC 294 - Computer Science Final Project (2/7/14) (Paul) Still working on it.
   EHS 215: Landscape Design (11/1/13) (Gail) Still working on it, as the instructor has retired.
   HUMSR 101 - Introduction to Human Services (2/7/14) (Eileen)
   HUMSR 103 - Introduction to Human Services Careers (2/7/14) (Eileen)
   HUMSR 104 - Aging in America (2/7/14) (Eileen)
   HUMSR 110 - Intro to Interviewing Counseling (2/7/14) (Eileen)
   HUMSR 111 - Counseling in Chemical Dependency (2/7/14) (Eileen)
   HUMSR 113 - Co-Occurring Disorders (2/7/14) (Eileen)
   HUMSR 114 - Death and Dying (2/7/14) (Eileen)
   HUMSR 116 - Drugs and Alcohol in Society (2/7/14) (Eileen)
   HUMSR 118 - Pharmacology of Abused Substances (2/7/14) (Eileen)
   HUMSR 119 - Intro Grp Ldshp/Grp Process (2/7/14) (Eileen)
   HUMSR 142: Intro to Psychosocial Rehabilitation (12/6/13) (Eileen)
   HUMSR 146 - Psychosocial Rehabilitation with Children/Families (2/7/14) (Eileen)
   HUMSR 198ABC - Special Topics (2/7/14) (Eileen)
   HUMSR 349ABC - Work Experience (2/7/14) (Eileen)
   HUMSR 40 - Independent Living Skills & Activities (2/7/14) (Eileen)
   E. Kerr is working on this with Kim Kennard who has given her some revisions and working on getting them cleaned up. She is hoping to get them in by next meeting.
   NURSE 263 - Nursing Process: Maternity (2/7/14) (Beth) Done and H. Townsend changed. This will be removed next time.
PEC 190XA: Advanced Water Polo (11/1/13) (Milan)
PEC 195: Weight Training (12/6/13) (Milan)

M/S (B. Bailey, K. Ennis) Move to approve PEC 190XA and PEC 195.

E. Kerr gave Milan suggestions prior to meeting and Milan approved changes. B. Kaiser wants to take some time, go back, check with her and will have by the next meeting. PEC 195 was pulled from the original motion by the rep for revision and will come back at another time. A revision will be made, sent to E. Kerr and will be put on the next agenda.

M/S/C (B. Bailey, K. Ennis) Move to approve PEC 190XA.
18 AYES, 0 Opposed, 0 Abstentions

PHILO 135: Environmental Ethics (11/1/13) (Eileen) Still being worked on.
SOCIO 150: Ethnicity and Culture in America (12/6/13 (Eileen) Due to no faculty for this, on hold until faculty has been hired.

B. CLOs for Approvals (includes revisions from previous meetings and new submissions through CLO Update Only Process)

1. Revised CLOs Pulled Previously - Ready for Approval

ART - 125: Color and 3-D Foundation Design
Upon satisfactory completion of this course, the student should be prepared to:
- Demonstrate an understanding of creating a physical and visual depth in solving a design related problem.
- Apply the technical method of subtraction for creating three-dimensional forms.
- Demonstrate how to twist, bend, and solder wire to capture and integrate space in a unified form.

L. Borrelli reported that R. Stevenson sent the incorrect file, the above is incorrect. The correct information is below and was provided by L. Borrelli.

ART - 125: Color and 3-D Foundation Design
Upon satisfactory completion of this course, the student should be prepared to:
1. Create physical and visual depth when solving a design related problem.
2. Apply the technical method of subtraction for creating three-dimensional forms.
3. Utilize methods for soldering wire and integrating space in a unified form.

M/S/C (P. Muncy, L. Borrelli) Move to approve ART 125 with the new CLO’s as read by L. Borrelli.
18 AYES, 0 Opposed, 0 Abstentions

2. NEW CLOs for Approval (from CLO Update Only Queue)
A motion was made to approve the remainder of the courses with a blanket approval.

M/S/C (P. Muncy, S. Gumm) Move to approve the remainder of the CLOs with a blanket approval.
18 AYES, 0 Opposed, 0 Abstentions

CMPSC - 202: Business Information Systems
Upon satisfactory completion of this course, the student should be prepared to:
1. Describe how to set up a business computer system for transaction processing, management Information systems, and shared data resources.
2. Analyze different business computer systems and apply the correct systems to a given business situation.
3. Describe different database models and their advantages/disadvantages and applications of each.
4. Identify the general formats of databases such as fields, records, and files.
5. Demonstrate the ability to select and test computer hardware, operating systems and computer software to develop a complete system solution to meet a given need.

Discussion resulted in: at CLO #5, delete Demonstrate the ability to and start the CLO with Select.

M/S/C (K. Ennis, P. Muncy) Move to approve CMPSC 202 with the changes.
18 AYES, 0 Opposed, 0 Abstentions

CMPSC - 204: Introduction to Programming
Upon satisfactory completion of this course, the student should be prepared to:
2. Explain and apply the Programming Cycle to given programming problems.
3. Describe how pseudo-code and comments are used to better design programs that others can follow.

CLO’s Blanket approved for CMPSC 202 by OAW, Mar. 7, 2014

CMPSC - 205: Problem Solving and Programming
Upon satisfactory completion of this course, the student should be prepared to:
1. Apply C# Syntax and Semantics, pseudo code and employ the Software Development Process to solve given problems using the C# programming language.
2. Identify and apply the tools available for programmers in Visual Studio including compilers, graphical design tools, database access and syntax highlighting.
3. Identify and describe the properties of a variable such as its associated address, value, scope, persistence, and size.
4. Summarize the evolution of programming languages illustrating how this history has led to the paradigms available today

CLO’s Blanket approved for CMPSC 205 by OAW, Mar. 7, 2014
CMPSC - 210: Unix/Linux Administration
Upon satisfactory completion of this course, the student should be prepared to:
29. Provide installation, operation, management, configuration, security, troubleshooting and basic UNIX/Linux hardware services for the UNIX/Linux operating system on workstations and servers.

CLO’s Blanket approved for CMPSC 210 by OAW, Mar. 7, 2014

CMPSC - 294: Computer Science Final Project
Upon satisfactory completion of this course, the student should be prepared to:
1. Articulate and synthesize social interactive skills to work in teams effectively.
2. Analyze and evaluate components of term projects.
3. Analyze and evaluate the principles of problem-solving methodology.


Discussion: P. Muncy mentioned this was pulled at the Feb. 7th meeting and is waiting for the author to get back to him. This is still in process.

0 AYES, 18 Opposed, 0 Abstentions

NURSE - 266: Nursing Process: Mental Health
Upon satisfactory completion of this course, the student should be prepared to:
1. Apply the nursing process, based on evidence-based practice, to meet the safety, healthcare, and adaptation needs of diverse populations.
2. Demonstrate effective verbal and written therapeutic communication with clients.

M/S (B. Bailey, P. Muncy) Move to approve NURSE 266.

Discussion resulted in adding in CLO #1 the mental health after to meet, removing the before the word safety.

M/S/C (B. Bailey, P. Muncy) Move to approve NURSE 266 with changes.
18 YES, 0 Opposed, 0 Abstentions

VI. ACTION/DISCUSSION ITEMS
1. CLO Assessments Update (Spring 2013, Fall 2013, Spring 2014) (Eileen)

E. Kerr passed out a sheet for each division showing the CLO Assessment updates. She went over the items that were on the grids for Spring 2013, Fall 2013 that are still outstanding, and Spring 2014. E. Kerr went over what the reps and Deans need to do.

The deadline for Spring 2013 and Fall 2013 is Mar. 31, 2014. The deadline for Spring 2014 is May 31, 2014. E. Kerr would like to bring a report on Apr. 4 that shows they were done for Spring 2013 and Fall 2013.

E. Kerr to send this to everyone electronically.
E. Kerr mentioned training on entering assessments. She is thinking of Friday, Mar. 28, as a work day. She will send out an invitation to all when a room is found. Please send faculty who need help in getting all it done. She will check to see if flex can be done for that training.

2. Database for Tracking CLOs (Eileen)

E. Kerr said she is almost finished with the database that indicates every course and where they are on the grid, when they were approved with OAW and she will continue to update. She will send to the reps and Deans when completed. She will show us at the next meeting what it will look like.

3. Accreditation Standards and CLOs (Eileen)

There has been vague talk in drafts of accreditation standards about CLOs becoming a part of the course outline of record. She wanted feedback from the members as to what they think the conversations might be. It was mentioned that they will still need to look at assessments.

J. Todd went over things that could change and be implemented in the next 5 years. It would change the timelines for next year. For the accreditation issue; 1. It’s about being on the course outline of record, 2. It’s about the verbiage for individual faculty, their evaluation will entail whether they are using assessment to better their programs and the results in the classrooms, 3. Our awarding of any degrees or certificates are based on whether students are meeting the program learning outcomes. That sounds like for us to give an award they met the assessment; that means you’re tracking students for every class for every assessment. It may end up that we are asked to have a portfolio of students and their assessments beyond their grades. Then they would have to decide the Institution Learning Outcomes whether we award degrees or certificates depending on how they are doing in classes.

J. Todd said we need to support James Dorn. If he is able to devise a system that is meaningful that allows us to track individual students and see how easily we can streamline whatever process it is. J. Todd mentioned looking at the rubric that J. Dorn has developed and possibly this can be done on Institute Day.

E. Kerr has already talked to J. Dorn about doing a workshop in the Fall 2014, she will ask again in April to see if we would like J. Dorn to do something just for us towards the end of school. There was a positive response to have him do something.

4. PLO/GELO/ILO Assessment Updates (James)

J. Todd said we planned on doing PLO, GELO and ILO in the Fall but there were some things that needed to be caught up on; we are now ready to do all of 2013-2014. Those that were scheduled to do Fall and Spring are now up to complete their PLO, GELO and ILO Assessment. He showed some elements of the assessments online. Everything that is posted is the most recent in terms of assessment schedules. Not everyone who is doing PLO’s has to do Program Review. Some are just doing PLOs and GELO assessment and will do Program Review in about 2 ½ years.

Those to do Program Review in April 2014 are: ANTHR AUTEC, PE/HE, HUMAN, NURSE, ART, BIO/BOT/ZOOL, CMPSC, ECON, ESL, EHS and WELDING. They will work with Curtis Martin in April. What are we going to take out of assessment and put into our Program Review? We are streamlining the ways we link to assessments in Program Review and how we are doing Resource Requests. These reports will be addenda to Program Review. J. Todd showed what was done on the computer and it was a complex process. He used Anthropology as an example.
The input J. Todd is requesting, after all the numbers are returned to folks are only from a few areas. He referred to the Program Learning Outcomes Assessment grid, it looks a lot like the GELO and ILO grids. He went over all the information that needs to be provided. It will show data, engagement with it and an action plan.

M/S/C (G. Brumley, seconded) Move to accept the Program Learning Outcomes Assessment Plan.
18 AYES, 0 Opposed, 0 Abstentions

5. Program Review (James) - done with the above

Move to adjourn: 2:24 pm

Next Meeting: April 4, 2014