I. **Announcements**
   a. Introduction of new members
   b. CIM is now open. Reminder that CIM closes December 22 for all proposals.

II. **Unfinished Business**
   a. Defining the difference between course levels. See attached document.

III. **Ex-Officio Reports**
   a. Associate Vice President of Academic Affairs for Assessment and Accreditations
   b. Registrar
   c. Financial Aid
   d. Library
   e. Catalog Description Reviewer
   f. Essential Learning

IV. **Curriculum Proposals**
   a. None

V. **Information Items**
   a. Aaron’s replacement – Lisa Bessette

VI. **New Business**
   a. Finish Course Clean-up (SLOs, Topical Course Outline, Semester Offered, Engagement Minutes) for all 100-200 level courses
   b. Committee Member Responsibilities
   c. Adjustment to Term Dates