

Date: September 16, 2014
To: PCAS Textbook Subcommittee Members
From: Stephen Burd, UNM Academic Technology Liaison
Subject: Agenda for Today's Meeting

Proposed agenda items are as follows:

1. Subcommittee charge and scope
 - a. Comments from Greg re: Provost's charge and scope of activities
 - b. Formalize the charge statement
2. Subcommittee chairmanship
 - a. Stephen Burd conflict of interest
 - b. Proposals for managing conflicts of interest
 - c. Formal selection of chair
3. Subcommittee membership
 - a. Review current membership
 - b. Discuss student representation
 - c. Discuss expanded faculty representation
 - d. Other representation?
 - e. Formalize plans for expanding membership
4. Meeting schedule
 - a. How often?
 - b. When and where?
5. Subcommittee web site
 - a. Review current content/structure
 - b. Suggestions for improvement/additions
 - c. Procedures for adding/changing content
6. Next steps
 - a. Avenues for research?
 - b. Soliciting wider input?
 - c. Other?