

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: September 18, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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The next meeting of the BCC Committee on General Education will take place on Tuesday, October 6, 1998, from 2:40 to 3:35 PM in Room L-344. A (perhaps *the*) major item on our agenda for that meeting will be the continuation of our discussion (begun at our last meeting on May 20, 1998) of the general education curriculum reform proposal issued recently and jointly by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Are we going to implement the proposed "General Education Foundation" or not? If we are, exactly *how* are we going to do it?

Please bring with you the documents I provided to you for the May 20 meeting to our upcoming October 6 meeting. (I would rather not be placed in the position of having to duplicate and distribute those materials again, but I will have some "spare copies" available at the October 6 meeting.)

Please make every effort to attend the meeting. If you cannot attend, perhaps you might send an appropriate substitute from your area.

As far as I can tell at this time, all of our meetings during the 1998-1999 academic year will take place on "Committee Tuesdays" from 2:40 to 3:35 PM.

Be seeing you.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: September 25, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370 or 7167; (973)238-1009; george9252@msn.com or gcronk@mailhost.bergen.cc.nj.us)

RE: Committee Meeting Cancelled & Rescheduled

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Meetings, meetings, meetings! So many of them, and so many of us must go to them! The meeting of the General Education Committee, previously scheduled for October 6 from 2:40 to 3:35 PM, is hereby cancelled. Too many of our members must attend other meetings on that occasion. Our next meeting will take place instead on Tuesday, November 3, 1998, from 2:40 to 3:35 PM in Room L-345.

As stated in my last memo to you, dated September 18, 1998, our major agenda item will be the continuation of our discussion (begun at our last meeting on May 20, 1998) of the general education curriculum reform proposal issued recently and jointly by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Are we going to implement the proposed "General Education Foundation" or not? If we are, exactly *how* are we going to do it? Please bring with you the documents I provided to you for the May 20 meeting.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

## BERGEN COMMUNITY COLLEGE

### Committee on General Education

DATE: October 27, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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As you know, the next meeting of the BCC Committee on General Education will take place instead on Tuesday, November 3, 1998, from 2:40 to 3:35 PM in Room L-345.

Our major agenda item will be the continuation of our discussion (begun at our last meeting on May 20, 1998) of the general education curriculum reform proposal issued recently and jointly by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Are we going to implement the proposed "General Education Foundation" or not? If we are, exactly *how* are we going to do it?

To facilitate our work, I am enclosing the following documents for your consideration prior to the meeting:

1. The Statewide Articulation Agreement adopted in June 1998 by the NJ Council of [College and University] President (including President Winn of BCC).
2. The Certification Agreement on the General Education Foundation for AA Degree Transfer Programs, which our administration has been asked to sign. (As far as I know, our administration has not yet formally signed on to this aspect of the statewide project.)
3. A curriculum revision proposal I have drafted, which is consistent with the statewide "Foundation" proposal, and which I wish to "place on the floor" as a point of departure for our Committee's discussions. The proposal would restructure our AA degree programs in Liberal Arts and in Fine and Performing Arts along the lines proposed by the College and University Presidents and CAOs.

Please study these materials carefully in preparation for our upcoming meeting.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### MINUTES

Meeting of Tuesday, April 7, 1998  
2:40-3:35 p.m., Room C-312

Members present: George Cronk, Louis Crescitelli, Neil Ender, Joshua Isenberg, Compton Jenkins, Lisa Pavlik, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

Guest: Jackie Behn

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1. Minutes of February 3, 1998 reviewed and approved (9-0-0)
2. Proposed addition to the general education course list: SO201 Social Problems (Profs. Jackie Behn & Kevin Sullivan)  
  
Approved 10-0-0
3. General Education Goals & Objectives: The BCC Faculty Senate approved the General Education Goals and Objectives statement on February 17, 1998 (effective as of July 1, 1998).  
  
There was extended discussion of where we go with this now. The differences between "assessment" and "development" uses of the Goals & Objectives were discussed at length (with most members of the Committee favoring the "development" approach). It was agreed that all faculty, especially those teaching general education courses, should be made aware of the Goals & Objectives and the various ways in which they can be utilized. Strategies for working through department heads, discipline and program coordinators, general faculty conferences and workshops were discussed.
4. The Faculty Senate defeat of the recent "diversity" proposal (not from the General Education Committee) on March 24, 1998 was discussed from the standpoint of the General Education Program. Since another such proposal is apparently being prepared as a Senate Resolution, the Committee postponed further action of its own on this issue.
5. George Cronk announced that the NJ Academic Officers Association (AOA) will soon be issuing a proposal on 2-year college general education curricula (45-credit AA degree "core" for easy transfer; 3-credit "diversity" requirement; etc.). The Committee agreed to take said proposal up once it is officially promulgated by the AOA.
6. The meeting was adjourned at 3:35 p.m.

# **BERGEN COMMUNITY COLLEGE**

## **Committee on General Education**

### **MINUTES**

Meeting of Wednesday, May 20, 1998  
2:30-3:35 p.m., Room A-305

Members present: George Cronk, Gayne Bablanian, Neil Ender, Joshua Isenberg, Compton Jenkins, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Barbara Walcott, and Baila Zheutlin

Guest: Dr. Gail James

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There was a special meeting of the BCC Committee on General Education on Wednesday, May 20, at 2:30 p.m., in Room A-305. At that meeting, the Committee discussed the statewide articulation agreement and proposed AA "General Education Foundation" curriculum put forward by the NJ Council of [College and University] Presidents and the Academic Officers Associations of NJ.

Viewpoints were exchanged, and it was decided by a vote of 10-0-2 to continue consideration of the "General Education Foundation" proposal during the 1998-99 academic year.

GC/pr

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### AGENDA

Meeting of Tuesday, November 3, 1998  
2:40-3:35 p.m., Room L-345

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1. Review minutes of meetings of April 7, 1998, and May 20, 1998 (attached – see preceding page).
2. Proposal 1:
  - a. Change Natural Science requirements from 3-6 to 8 credits in the AA Degree Program in Liberal Arts; from 3-4 to 4 credits in the AA Degree Program in Fine & Performing Arts; and from 6-8 to 8 credits in the AS Degree Options in "Professional Studies."
  - b. Change Free Electives from 6-9 to 6 credits in the AA Degree Program in Liberal Arts; Restricted Courses from 18-21 to 18-20 credits in the AA Degree Program in Fine & Performing Arts; and Restricted Courses from 18-21 to 17-19 credits in AS Degree Options in "Professional Studies."
  - c. Reason for change: There are no 3-credit science courses at BCC that will transfer as general education courses.
3. Proposal 2: Revision of AA Degree Options in Liberal Arts (based on Proposal 1) (attached – see preceding page).
4. Proposal 3: AA Degree Curriculum Revision based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal (October 27, 1998 mailing).
5. Proposal 4: Consider changing the 3<sup>rd</sup> AS degree track in "Professional Studies" to a 3<sup>rd</sup> AA degree track.
6. Adjournment.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: November 19, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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The next meeting of the BCC Committee on General Education will take place on Tuesday, December 1, 1998, from 2:40 to 3:35 PM in Room L-345.

Our major agenda item will be the continuation of our discussion of the general education curriculum reform proposal issued recently and jointly by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Are we going to implement the proposed "General Education Foundation" or not? If we are, exactly *how* are we going to do it?

Based upon views expressed at our last meeting on November 3, I have revised the curriculum revision proposal that I presented at that meeting. This new one is also consistent with the statewide "Foundation" proposal, but it removes the "prescription approach" in the Humanities area (along with some format changes). This proposal is now "on the floor" as a point of departure for our discussions. The proposal would restructure our AA degree programs in Liberal Arts and in Fine and Performing Arts along the lines proposed by the College and University Presidents and CAOs.

In addition to the "Foundation" curriculum, other items on our December 1 agenda will be "Proposal 1" (science requirements and free electives) and "Proposal 2" (AA Degree Options) from our November 3 agenda (please bring the already-distributed relevant materials with you to the December 1 meeting).

GC/pr

cc: VP Gail James  
Dean Michael Redmond

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### MINUTES

Meeting of Tuesday November 3, 1998  
2:30-3:35 p.m., Room L-345

Members present: George Cronk, Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, and Barbara Walcott

Guests: Dr. Gail James, Dean Robert Kahn, Dr. Philip Dolce

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1. Review minutes of meetings of April 7, 1998, and May 20, 1998 -- approved without objection.
  
2. Four proposals were discussed:
  - a. Proposal 1:
    - 1) Change Natural Science requirements from 6-8 to 8 credits in the AA Degree Program in Liberal Arts; from 3-4 to 4 credits in the AA Degree Program in Fine & Performing Arts; and from 6-8 to 8 credits in the AS Degree Options in "Professional Studies."
    - 2) Change Free Electives from 6-9 to 6 credits in the AA Degree Program in Liberal Arts; Restricted Courses from 18-21 to 18-20 credits in the AA Degree Program in Fine & Performing Arts; and Restricted Courses from 18-21 to 17-19 credits in AS Degree Options in "Professional Studies."
    - 3) Reason for change: There are no 3-credit science courses at BCC that will transfer as general education courses.
  - b. Proposal 2: Revision of AA Degree Options in Liberal Arts (based on Proposal 1) (attached – see preceding page).
  - c. Proposal 3: AA Degree Curriculum Revision based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal.
  - d. Proposal 4: Consider changing the 3<sup>rd</sup> AS degree track in "Professional Studies" to a 3<sup>rd</sup> AA degree track.
  
- The Committee concentrated its attention on Proposal 3, discussing Proposals 1, 2, and 4 briefly. No final action was taken on any of the Proposals. Deliberations are to be continued at subsequent meetings.
  
3. Adjournment at 3:45 pm.

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### AGENDA

Meeting of Tuesday, December 1, 1998  
2:40-3:35 p.m., Room L-345

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1. Review minutes of meeting of November 3, 1998 (attached – see preceding page).
2. Proposal 1:
  - a. Change Natural Science requirements from 3-6 to 8 credits in the AA Degree Program in Liberal Arts; from 3-4 to 4 credits in the AA Degree Program in Fine & Performing Arts; and from 6-8 to 8 credits in the AS Degree Options in "Professional Studies."
  - b. Change Free Electives from 6-9 to 6 credits in the AA Degree Program in Liberal Arts; Restricted Courses from 18-21 to 18-20 (or 18-19?) credits in the AA Degree Program in Fine & Performing Arts; and Restricted Courses from 18-21 to 17-19 credits in AS Degree Options in "Professional Studies."
  - c. Reason for change: There are no 3-credit science courses at BCC that will transfer as general education courses.
3. Proposal 2: Revision of AA Degree Options in Liberal Arts (based on Proposal 1) (attachment to Agenda of November 3, 1998).
4. Proposal 3: AA Degree Curriculum Revision based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal (November 19, 1998 mailing).
5. Adjournment.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: December 3, 1998

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair [X 5370; (973)238-1009; george9252@msn.com]

RE: Gen Ed Issues

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For your information and with regard to some of the issues raised at the 12/1/98 meeting of the Committee on General Education, please note the attached document.

GC/pr  
Att.

cc: VP Gail James  
Dean Michael Redmond

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: January 13, 1999

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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The next meeting of the BCC Committee on General Education will take place on Tuesday, February 2, 1999, from 2:40 to 3:35 PM in Room L-345.

Our major agenda item will be the continuation of our discussion of the general education curriculum reform proposal issued recently and jointly by the NJ Council of [College and University] Presidents and the NJ Community College Academic Officers Association. Are we going to implement the proposed "General Education Foundation" or not? If we are, exactly *how* are we going to do it?

Based upon views expressed at our last meeting on December 1, 1998, I have revised the curriculum revision proposal that I presented at that meeting. This new one is also consistent with the statewide "Foundation" proposal, but, at the request of Dr. Philip Dolce, Head of the Social Science Department, it places the History requirement under the Humanities category (along with the other Humanities disciplines).

This proposal is now "on the floor." The proposal would restructure our AA degree programs in Liberal Arts and in Fine and Performing Arts along the lines proposed by the College and University Presidents and CAOs. It is my hope that we will be able to vote on this proposal at our February 2 meeting.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### MINUTES

Meeting of Tuesday, December 1, 1998  
2:40-3:35 p.m., Room L-345

Members present: George Cronk, Gayne Bablanian, Ann Cunningham, Neil Ender, Joshua Isenberg, Paul Wolfe (for Compton Jenkins), Alan Kaufman, Lisa Pavlik, Steven Ryan, George Skau, Barbara Walcott, and Bala Zheutlin

Guests: Dr. Philip Dolce, Professor Jean Goldstein, Dean Robert Kahn

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1. Review minutes of meeting of November 3, 1998 -- approved without objection.
2. The following proposal (Proposal 1) was approved 12-0-0:
  - a. Change Natural Science requirements from 6-8 to 8 credits in the AA Degree Program in Liberal Arts; from 3-4 to 4 credits in the AA Degree Program in Fine & Performing Arts; and from 6-8 to 8 credits in the AS Degree Options in "Professional Studies."
  - b. Change Free Electives from 6-9 to 6 credits in the AA Degree Program in Liberal Arts; Restricted Courses from 18-21 to 18-20 (or 18-19?) credits in the AA Degree Program in Fine & Performing Arts; and Restricted Courses from 18-21 to 17-19 credits in AS Degree Options in "Professional Studies."
  - c. Reason for change: There are no 3-credit science courses at BCC that will transfer as general education courses.
3. A proposal (Proposal 2) to revise the AA Degree Options in Liberal Arts (based on the passage of Proposal 1, above) was discussed but not finally acted upon. Deliberations to be continued.
4. A proposal (Proposal 3) to revise the AA Degree Curriculum on the basis of the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal was discussed but not finally acted upon. Deliberations to be continued.
5. Adjournment, 3:40 PM.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

**AGENDA**

Meeting of Tuesday, February 2, 1999  
2:40-3:35 p.m., Room L-345

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1. Review minutes of meeting of December 1, 1998 (attached – see preceding page).
2. Lisa Pavlik: PY209 Developmental Psychology (general education status).
3. Revision of AA Degree Options in Liberal Arts (based on curriculum change approved at December 1, 1998 -- change of credits in Natural Science and Free Electives).
4. Revision of AA Degree Curriculum based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal.
5. Adjournment.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: February 3, 1999

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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There will be a special meeting of the BCC Committee on General Education on Tuesday, February 16, 1999, from 2:40 to 3:35 PM in Room C-311. (That's C-311.)

After that meeting on that date, I will be reporting the Committee's recent decisions to the Faculty Senate so that the decisions we have can be implemented as of the next academic year.

In the Foundation Curriculum proposal we have been considering, there are two elements that I would like the Committee to adopt, i.e., (1) the introduction of a 1-credit "technological literacy" requirement for students who cannot demonstrate technological literacy, and (2) the diversity component of the proposal. It seems to me that most of us support these elements. We can therefore approve them independently of the controversial history requirement in the Foundation proposal, which we can continue to discuss subsequently. That's what I hope we will do at the February 16 meeting. I will then report to the Senate accordingly.

Were we to do this, then, in addition to the other changes we have already approved, we will have implemented most of the statewide Foundation proposal. As I said, we will then be able to continue our discussions/debates on the history requirement separately, which means that we may or may not be able to conclude that aspect of the process this year (1998-99). The rest, however, can be done now.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: February 18, 1999

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, Robert Saldarini, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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Moving right along . . . .

We had no quorum at our special meeting on Tuesday, February 16. Thus, we could not make recommendations to the Faculty Senate (which also met that day) with regard to (1) the introduction of a "technological literacy" requirement for students who cannot demonstrate technological literacy, and (2) the diversity component of the curriculum proposal we have been considering. I did report to the Senate on our overall work and on the resolutions we had agreed to in prior meetings.

The next regular meeting of the Committee on Tuesday, March 2, 1999, from 2:40 to 3:35 PM in Room C-311. (That's C-311.) We will continue our curriculum revision deliberations, and Dr. Mark Kassop will be with us that day to make a brief presentation on distance learning activities and plans at BCC.

The "Foundation" curriculum proposal on AS degree programs has come down from "The State." It is attached hereto, together with a new set of curriculum revision sheets for both AA and AS degree programs. I have also confirmed with "The State" that our technological literacy requirement can be a non-credit (or "non-degree-credit") one. Since that will wreak less havoc with our currently-structured degree programs, I have made that change, making the tech lit component a "non-degree-credit" requirement. (Look for typos and other mistakes; I did this in a hurry.)

Be seeing you.

GC/pr

cc: VP Gail James  
Dean Michael Redmond

# BERGEN COMMUNITY COLLEGE

## Committee on General Education

### MINUTES

Meeting of Tuesday, February 2, 1999  
2:40-3:35 p.m., Room L-345

Members present: George Cronk, Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Alan Kaufman, Michael rlando, Lisa Pavlik, Steven Ryan, George Skau, Barbara Walcott, and Baila Zheutlin

Guests: Dr. Philip Dolce

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1. Minutes of meeting of December 1, 1998 approved.
  
2. Lisa Pavlik: PY209 Developmental Psychology (general education status).  
  
Approved, 9-0-1
  
3. Revision of AA Degree Options in Liberal Arts (based on curriculum change approved at December 1, 1998 -- change of credits in Natural Science and Free Electives).  
  
Approved, 10-0-2
  
4. Discussion of revision of AA Degree Curriculum based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal.  
  
Discussion to be continued.
  
5. Adjournment, 3:35 PM.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

**AGENDA**

Meeting of Tuesday, March 2, 1999  
2:40-3:35 p.m., Room C-311

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1. Review minutes of meeting of February 2, 1999 (attached – see preceding page).
2. Chairman's report -- Special Committee Meeting, 2/16/99; Senate Resolution, 2/16/99.
3. Dr. Mark Kassop -- Report on Distance Learning.
4. Continued discussion: Revision of AA Degree Curriculum based on the 1998 Statewide Articulation Agreement & General Education "Foundation" Proposal.
5. Adjournment.

**BERGEN COMMUNITY COLLEGE**

**Committee on General Education**

DATE: March 25, 1999

TO: Gayne Bablanian, Louis Crescitelli, Ann Cunningham, Neil Ender, Joshua Isenberg, Compton Jenkins, Magali Jerez, Alan Kaufman, Paul Mindell, Michael Orlando, Lisa Pavlik, Steven Ryan, Robert Saldarini, George Skau, Kevin Sullivan, Barbara Walcott, and Baila Zheutlin

FROM: George Cronk, Chair (X 5370; (973)238-1009; george9252@msn.com)

RE: Committee Meeting

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The next meeting of the BCC Committee on General Education will take place on Tuesday, April 6, 1999, from 2:40 to 3:35 PM in Room C-311.

Is every Committee member on the college email system? Let me know (call or email me). Communication will be so much easier if we can do it by email.

GC/pr

cc: VP Gail James  
Dean Michael Redmond