Those attending: Josie Bowman, Linner Griffin, Ruth Little, Kevin O’Brien, Mark Sprague, Rita Reaves, Teresa White

L. Griffin welcomed committee members to the second meeting of the semester; a motion was made by Mark Sprague and seconded by Rita Reaves to approve the minutes from the August 24, 2012 meeting.

L. Griffin distributed a copy of the agenda to the committee. The committee agreed to address the following items at the September meeting:

- Identify informational content that introduces the committee and presents the committee’s review process steps to departments developing bilateral agreements.
- Develop a template (form), which will clearly delineate requirements for all consortial and bilateral agreements.

Other documents that were received and discussed in the meeting:

- T. White provided two templates from other universities that could assist us.
  1) Memorandum of Understanding between North Carolina State University, Raleigh, North Carolina, United States of America.
  2) Agreement for Student Exchange Program and Optional Co-op Work between University Affiliate and North Carolina State University.
- Articulation Agreement Template Suggestions from Tierini Hodges. A topic addressing evaluation was added to the document.

Members discussed several other issues during the meeting:

- R. Reaves stressed the pressing need to begin a review process for existing agreements. She agreed to work with a sub-committee (Sprague, Griffin, O’Brien) to create a rubric that could be used by the committee for this purpose.
- R. Little spoke of existing contract templates and process documents that have been approved by the university and currently are being used by the Division of Health Sciences. She agreed to send copies, which L. Griffin will distribute to committee members.
- L. Griffin noted that she would consult with the Provost about the plan to develop a rubric and begin reviewing agreements as soon as possible. A communiqué explaining the purpose of the committee and the contract review process will be shared with the university community by Provost Sheerer before the committee begins the review of existing contracts.
- The sub-committee members agreed to work on a rubric and have a draft copy to present at the next UBAC meeting scheduled for September 28, 2012.

Meeting was adjourned at 9:45 a.m.
Minutes respectfully submitted by Barbara H. Little

Next meeting September 28, 2012, (12:00 noon – 1:30 p.m) Ragsdale 211