**CURRICULUM SUBCOMMITTEE MINUTES DOCUMENTATION**

Please use this form for documentation of all of your subcommittee meeting documentation.

**SUBCOMMITTEE NAME:**

**DATE OF MEETING:**

**TIME OF MEETING:**

**LOCATION OF MEETING:**

**CHAIR/CO-CHAIRS:**

**LIST OF THOSE IN ATTENDANCE:**

**COURSES “ON THE BOARD”/BEING CONSIDERED BUT NOT YET FINALIZED**

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| **Course Name / Idea** | **Term** | **Days/Dates** | **In Charge** | **Instructor** |
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**COURSES LINED UP: 2018-19 Term 1 (Sept. 4 – Oct. 15, 2018) Descriptions Due Monday, June 4, 2018**

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| **Course Name** | **Days/Date(s)** | **Facilitator** | **Instructor** |
| **How To Simplify Your Stuff** | **Tuesdays**  **June 7, 14, 21, 28** | **Robin Jones** | **Dr. Jim Brown** |
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**COURSES LINED UP: 2018-19 Term 2 (Oct. 22 – Dec. 8, 2018) Descriptions Due Monday, July 23, 2018**

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| **Course Name** | **Days/Date(s)** | **Facilitator** | **Instructor** |
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**COURSES LINED UP: 2018-19 Term 3 (Jan.28-Mar. 9, 2019) Descriptions Due Monday, Oct. 16, 2018**

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| **Course Name** | **Days/Date(s)** | **Facilitator** | **Instructor** |
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**COURSES LINED UP: 2018-19 Term 4 (Mar. 25-May 4, 2019) Descriptions Due Monday, Dec. 10, 2018**

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| **Course Name** | **Days/Date(s)** | **Facilitator** | **Instructor** |
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**COURSES LINED UP: 2018-19 Term 5 (June 3-July 27, 2019) Descriptions Due Monday, Feb. 18, 2019**

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| **Course Name** | **Days/Date(s)** | **Facilitator** | **Instructor** |
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**NOTES/MINUTES OF MEETING:**

**Next Scheduled Meeting:**

**FORWARD WITHIN TWO DAYS OF THE COMPLETION OF THE MEETING VIA ONE OF THE FOLLOWING METHODS:**

* Email it to: [olli@unl.edu](mailto:olli@unl.edu) AND [bmichl2@unl.edu](mailto:bmichl2@unl.edu) (Bob Michl, Curriculum Coordinator).
* Deliver it to: OLLI, UNL East Campus, College of Education & Human Sciences, Home Ec. Building, Room 125.
* Mail it to: OLLI at UNL, P.O. Box 830800, Lincoln, NE 68588-0800.

Questions, comments, suggestions? Call Bob at OLLI office at 402-472-6206.