I. **Call to Order**
Kristin Hartford, Chair, called the meeting to order.

II. **Roll Call**

**Members Present:** Nancy Allen, Patty Bucho, Paul Creason, Jordan Fabish, Kristin Hartford, John Hugunin, Brent Sears, Jim Steele, Jan Quinn-Weyant

**Guests:** Lorraine Blouin, Esteban Moreno, DeWayne Sheaffer

**Member Absent:** Farley Herzek

III. **Approval of Minutes**
The minutes of January 26, 2009 were approved.

IV. **Approval of Agenda**
The agenda was approved with the addition of a Film Equivalency Application.

V. **Equivalency Statement - Counseling**
Lorraine Blouin and DeWayne Sheaffer submitted a Counseling Equivalency Statement which was m/s/u (Nancy Allen / Jordan Fabish) approved.

Master’s degree in a related discipline such as Education with a concentration in Counseling; Educational Psychology; Psychology; Behavioral Science; School Counseling; Career Counseling; Counseling with a concentration in Student Development in Higher Education; School Psychology; or Counseling with a concentration in College Counseling and Student Services.

**AND**
A practicum/internship course with adults.

VI. **Equivalency Applications**

A. **Counseling**
DeWayne Sheaffer submitted a Counseling Equivalency Application for Cassandra Bailey which was m/s/u (John Huginun / Paul Creason) approved.

B. **Film**
Esteban Morena (on behalf of Phillip Boland) submitted a Film Equivalency Application for Alexander von David which was m/s/u (Nancy Allen / Patty Bucho) approved.
VII. Announcements
John Huginun announced that Human Resources will form a committee to review the hiring process for part-time faculty. It was suggested that the Equivalency Committee should be part of the process.

VIII. Next Meeting
The next meeting is scheduled for March 16, 2009, at 3:30 p.m., in Room D163. Meetings will be added or cancelled as needed.

IX. Adjournment
The meeting was adjourned at 4:10 p.m.