

## Minutes: Academic Policies and Procedures Sub-Committee

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**Meeting purpose** Begin review process for three issues outlined from AP&P Committee. Formulate recommendations regarding a new (third) category of items, expedite efforts to provide an interactive approval process and begin work on revisions to the current AP&P proposal form.

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**Date and place** Date: November 10, 2006  
Place: John E. Thomas Hall, Room 107

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**Attendees** Dr. Jon Beebe  
Dr. Dan Hurley  
Mr. Don Rankins

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**Topics discussed** Selection of sub-committee chairperson

Add a new category for AP&P Committee consideration called Information or Challenge (IOC).

Campus wide electronic process for curriculum development and/or approval processes.

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**Key points: Selection of chairperson** Don Rankins was selected as the sub-committee chairperson.

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**Key points: New Category** Reviewed and discussed each item that would be recommended in the new category and realized that most topics seemed to fit in the normal flow of AP&P processes.

If a challenge occurs, it could interrupt the flow of normal business practices. The items initially outlined in the proposal in fact may need to be classified as a proposal in the Add, Delete or Change category.

Electronic processing was determined to be more efficient than creating a new category of proposal or changing the meeting format. The sub-committee will focus on recommendations for an electronic system along with changes in the current information collection (AP&P proposal form) process and review.

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**Key points:**  
**Electronic process**  
**Actions**

Discussions were held concerning improvement of the current form and creation of a new electronic form. The new form will be drafted and presented at the next sub-committee meeting.

<b>Action</b>	<b>Responsibility</b>
Proposed new electronic form to be drafted	Sub-committee members

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**Next meeting**

Chair will call the committee together to work on the proposed form for presentation to the AP&P Committee.

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