

Minutes: Academic Policies and Procedures Sub-Committee

Meeting purpose Review revisions to the current AP&P proposal form and instructions.

Date and place Date: January 5, 2007
Place: John E. Thomas Hall, Room 107

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

Topics discussed Review updates to proposal form and instructions outlined by the Registrar's Office curriculum staff. Use notes and recommendations from Academic Affairs and AP&P Committee to formulate appropriate changes.

Discussed required changes to any electronic versions of the proposal form used by campus offices.

Key points: Draft Form Develop Final Draft Proposal Form (Sections A&B) and Instructions for AP&P Meeting on January 10th.

Key points: Form Review Reviewed and discussed each item on the form and updated the corresponding instructions.

Actions

Action	Responsibility
Prepare final draft for AP&P meeting.	Sub-committee members

Next meeting Chair will call the sub-committee together to work on any recommendations from the AP&P Committee.
