**AP&P Joint Subcommittee-Minutes 02-27-17**

* Jon Beebe - AP&P Faculty Representative
* Rich Crepeau - Faculty Senate
* Patty Dale – Registrar’s Office
* Julie Hayes - Provost’s Office
* Marie Hoepfl-Graduate AP&P Chair
* Kristin Hyle - General Education
* **Edgar Peck - Committee Chair**
* Ben Powell - AP&P Chair
* Debbie Race - Registrar
* Robert Sanders - Graduate School
* Tara Strickland - Registrar's Office

**Meeting** Monday, Feb 27th 1-2pm Academic Affairs Conference Room

**Attendance** Beebe, Dale, Hayes, Hoepfl, Hyle, Peck, Powell, Race, Sanders, Strickland

**Upcoming Meeting** Monday, March 6th 12pm Academic Affairs Conference Room

**CC:** Paul Gates (Faculty Senate), Anthony Jones (Enrollment Services), Mike Mayfield (Academic Affairs)

**Old Business Agenda**

**I. Centers & Institutes**

The committee recommends deleting the Centers & Institutes section of the AP&P Manual.

Vice Provost for Research, Alan Utter, and Provost, Darrell Kruger, support the removal of this section.

Subsequent approvals from the Dean’s Council and Provost’s Council have not been scheduled.

The NC General Assembly has approved a new policy, which guides Appalachian State.

The procedures outlined in the AP&P Manual are no longer accurate.

Proposal for addition to the Policy Manual is scheduled for the May 4th Council of Chairs meeting.

**II. Update AP&P Manual (Academic Governance Handbook) online links. (Hayes)**

Policy Manual and Faculty Handbook link updates are pending.

Formatting decisions will be made after the transition to Drupal 7. (Searchable Drupal book).

**III. Consider editing the following sections of the AP&P Manual.**

**1. AP&P Manual reformatting**

This process is ongoing, pending a final version to be presented to the full AP&P Committees.

**2. Contact time**

Committee considered edits to this section.

**3. Numbering of Coursework**

Committee considered edits to this section.

**4. Scheduling of Courses to be Offered for Credit**

Committee considered edits to this section.

**5. Selected Topics**

Committee considered edits to this section.

**New Business Agenda (2016-2017)**

**Recommendations under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar’s Office, and Graduate School.**

**I. Consider adding the following sections of the AP&P Manual.**

**1. Semester Offering Information**

Committee considered edits to this section.

**II. Consider additions and updates to the AP&P website.**

Julie Hayes, Patty Dale, and Ben Powell will work to edit this material.

 AP&P Process Flow Chart (Diagram)

 AP&P Process Flow Chart

AP&P instructions and procedures

**III. Meeting Deadlines**

Graduate AP&P April 24th (Deadline March 25th)

Undergraduate AP&P May 3rd (Deadline April 7th)

Faculty Senate April 24th (Deadline April 14th)