**AP&P Joint Subcommittee-Minutes**

* 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, Mar 6th 12-1pm Academic Affairs Conference Room

**Attendance** Beebe, Dale, Hayes, Hoepfl, Peck, Powell

**Upcoming Meeting** March 27th, 12-1pm Academic Affairs Conference Room

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

**Agenda**

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

**I. 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).

**II. 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. Operating Procedures**

The committee considered edits to this section. Editing is complete.

**3. Contact time**

The committee considered edits to this section. Editing is complete.

**4. Numbering of Coursework**

The committee considered edits to this section. Editing is complete.

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

The committee considered edits to this section. Editing is complete.

**6. Selected Topics**

The committee considered edits to this section. Editing is ongoing.

**7. Semester Offering Information**

The committee considered edits to this section. Editing is complete.

**8. Proposal Process Resources**

The committee considered edits to this section. Editing is ongoing.

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

**Bulletin Style Guide**

Discuss section edits in attached AP&P Manual.

Recommendations will be made to improve the consistency of the bulletins.

Tara Strickland will create a list of all course descriptions that include grade prerequisites.

Julie Hayes will communicate with Chairs/Program Directors about POS after this policy has been established.

**1. Alternative Years Course Offerings**

The committee considered edits to this section. Editing is ongoing.

**2. Course Descriptions**

The committee considered edits to this section. Editing is ongoing.

**3. Course Titles**

The committee considered edits to this section. Editing is complete.

**4. Numeric Grade Representation**

The committee considered edits to this section. Editing is complete.

**Curriculum Proposal and Scheduling Information**

**5. Reorganization of Academic Units**

Section proposed by the provost.

The committee considered edits to this section. Editing is complete.

**IV. 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

**V. 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)