**AP&P Joint Subcommittee-Minutes**

* Jon Beebe - AP&P Faculty Representative
* Rich Crepeau - Faculty Senate
* 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
* David Wiley - COE Associate Dean

**Meeting** Monday Oct 17th 1-2pm General Education Conference Room

**Attendance** Beebe, Crepeau, Hayes, Hoepfl, Peck, Powell, Race, Sanders, Strickland, Wiley

**Upcoming Meeting** Monday, Nov 7th 1-2pm JET Building Admissions Conference Room

**CC:** Paul Gates (Faculty Senate), Susan Davies (Enrollment Services), Mike Mayfield (Academic Affairs), Debbie Race (Registrar), Jane Rex, Selena Dollar (Transfer Services)

**Old Business Agenda (2015-2016)**

**I. The name of the Academic Governance Handbook has been changed to the AP&P Manual.**

**II. Revisions to the AP&P Manual were approved. The document has been uploaded to the AP&P website.**

**III. Updates on recommended edits**

Centers & Institutes (Policy Manual) Pending Edgar Peck/Alan Utter

Change of Major (UG Bulletin) Proposal Pending Tara Strickland

Incomplete grades (Bulletins) Proposal Pending Tara Strickland

Req. to take coursework at another (UG Bulletin) Proposal Pending Strickland/Dollar

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

Julie Hayes has updated the AP&P Manual and website. Form C has been updated.

Policy Manual and Faculty Handbook link updates are pending.

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

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

**I. The committee considered editing the format of the Academic Governance Handbook. Recommendations will be forwarded to the AP&P Committees for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar’s Office, and Graduate School.**

**1. The committee considered the reformatting of the document. Further discussion is needed.**

 Correct typos Adjust headings to match Faculty Handbook

 Adjust links Remove Faculty Handbook section numbers

 Adjust section order.

No significant changes were made to the document information except below deletions.

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**II. The committee discussed editing the following sections of the AP&P Manual. Recommendations will be forwarded to the AP&P Committees for consideration. Changes under consideration will be forwarded to Faculty Senate, Academic Affairs, Registrar’s Office, and Graduate School.**

**1. Contact time**

Consider editing the course type (schedule codes) list.

The Registrar’s office is working with IRAP to edit the Appalachian Schedule Type list.

The Registrar’s office will also involve the Attorney’s office and the Policy Manual staff in these discussions.

Faculty and student workload and insurance implications are also being considered by App administrators.

Further discussion is needed after an edited version is presented to this committee.

Schedule Codes Definitions from IRAP



**2. Numbering of Coursework**

Consider editing this section to provide more detailed information on course building.

The Registrar’s office will work to edit this section.

Further discussion is needed after an edited version is presented to this committee.