**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 Nov 7th 1-2pm JET Building Admissions Conference Room

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

**Upcoming Meeting** December 5, 2016 1-2pm

**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**

**I. Updates on recommended edits**

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

Change of Major (UG Bulletin) Proposal Submitted Tara Strickland

Incomplete grades (Bulletins) Proposal Submitted Tara Strickland

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

**II. Update AP&P Website. (Hayes)**

AP&P meeting dates as well as subcommittee deadlines should appear on the AP&P website

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

**1. Contact time**

Consider editing the course type (schedule codes) list.

The Registrar’s office is working with IRAP to edit the Schedule Type list (Bulletins & Policy Manual)

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.

The new section should include descriptions of break lengths in relation to contact time.

Schedule Codes Definitions from IRAP

Consider disseminating this information

 

**2. Numbering of Coursework**

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

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

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

**I. The committee made several edits to the Academic Governance Handbook.**

Reformat and edit the document. (Peck)

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

**II. The committee considered deleting 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. Change of major**

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

 Information appears in the Undergraduate Bulletin (scheduled for editing fall 2017).

 Information appears in the Graduate Bulletin-no edits are required.

**2. Incomplete grades**

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

 Information appears in the Undergraduate Bulletin (scheduled for editing fall 2017). Information appears in the Graduate Bulletin-Incompletes-no edits are required.

**3. Request to take coursework at another school**

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

 Information appears in the Undergraduate Bulletin (scheduled for editing fall 2017).

**4. Short-term courses for academic credit**

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

 This information appears in the Policy Manual.

**5. Centers and Institutes**

 The committee will consider deleting this section of the AP&P Manual **after** the Policy Manual has been updated in spring 2017.

 This information is being updated and added to the Policy Manual.