

*September 6, 2013
12:00 p.m. - 1:00 p.m.*

ROOMS: LEE (I-122), COLLIER (G-109), CHARLOTTE (J-118), HENDRY/GLADES (A-110)

Facilitator	Peggy Romeo, Chair
Subject	Committee Charge for 2013-2014 Academic Year
Attendees	Peggy Romeo; Cynthia Enslin; Eileen DeLuca; Natala Orobello; Christy Gilfert; David Luther; Don Warren; Kevin Coughlin; Pat Newell; Kathleen Lanigan; Marcela Trevino; Denis Wright
Absent	Ron Smith (excused)

Discussions		
No.	Topic	Highlights
1.	<i>Welcome to New Members & Brief Summary of Committee Responsibilities</i>	<p>New to the Committee this year are Don Warren, Pat Newell, Kathleen Lanigan, Marcela Trevino, and Kevin Coughlin.</p> <p>P. Romeo summarized draft of Committee responsibilities and membership. She will request digital copies for Committee members and also request new responsibilities and membership statutes be updated to the Document Manager.</p> <p>P. Romeo also summarized finalized work from last year’s Committee. Dr. Wright explained the Committee’s recommendations for Course Substitution, Course Transfer, and Course Transfer forms had been merged into one form. He also explained that the Textbook Adoption Process COP had been merged with Online’s recommendations and added to the CNA.</p> <p>P. Romeo invited Dr. Wright to lead conversation of current year’s tasks.</p>
2.	<i>Committee Tasks for 2013-2014 Academic Year</i>	<p>Dr. Wright discussed the following new tasks with Committee:</p> <ul style="list-style-type: none"> • Catalog Choice for Graduation Students <p>Current policy allows a student to choose to meet the graduation requirements specified in either the catalog at the time of initial enrollment or at the time of graduation provided the student is continuously enrolled for five years.</p> <p>Can we change this policy to allow students to follow any catalog that is valid during their time of continuous enrollment (not exceeding five years)?</p> <p>K. Coughlin will bring a proposal for the change in effective catalog policy to next meeting to aid in the Committee’s choice.</p>

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		<ul style="list-style-type: none"> • Transfer of Grades When Students Transfer Coursework With our current practice, courses and grades transferred to ESC. Should we continue with current practice or choose to transfer credits, but not grades? In either case, we need “official” policy for this procedure Current policy allows a student to choose to meet the graduation requirements. Neither choice will affect student financial aid. • Making a Formal Recommendation Concerning Which Workforce Courses (A.S.) Count as Electives in the A.A. Degree Committee will construct list of criteria in order to establish consistency when reviewing courses. Appropriate deans will be contacted to send all courses they believe meet these criteria. Committee will review list and make recommendation to Provost/VPAA.
3.	<i>Questions and/or New Business</i>	D. Luther asked Dr. Wright to elaborate more about the Textbook Adoption Process (COP) the Committee had submitted last year. It appeared evident the topic may be brought back to the Committee to help fine-tune procedure.
4.	<i>Next Meeting</i>	The meeting adjourned at 1:00 pm. The next meeting is scheduled for October 4, 2013@ noon.