

January 4, 2013
12:00 p.m. - 1:00 p.m.
ROOMS: LEE (I-122), COLLIER (G-109), CHARLOTTE (J-118)

Facilitator	Peggy Romeo, Chair
Subject	Review COP's and Forms
Attendees	Peggy Romeo; Cynthia Enslin; Eileen DeLuca; Roz Jester; Christy Gilfert; Ron Smith; and Natala Orobello
Absent	Maria Cahill; David Luther; Sara Dustin

Discussions		
No.	Topic	Highlights
1.	<i>Policies</i>	<p>The committee met to standardize the Course Waiver and Appeal, Course Transfer Re-Evaluation Appeal, and Course Substitution Policy. The following changes were suggested:</p> <ul style="list-style-type: none"> Signature boxes for all three policies were made consistent with the Course Substitution Policy Instruction sheet will be modeled after the Course Waiver Policy Questioned the need for a check box for the Course Credit Review Committee to be added to forms (P. Romeo will consult with VPAA and Deans) Attempted to simplify verbiage (P. Romeo will consult with Associate Deans and Deans)
2.	<i>Faculty Teaching Load/Overload Hours (COP)</i>	<p>The committee met to change COP to be more consistent with CNA. The following changes were suggested:</p> <ul style="list-style-type: none"> Deleted "greater than two courses" from COP and left "maximum of 24 hours" Questioned whether approval should be VPAA or Cabinet Member/General Counsel (P. Romeo will consult with Danessa Stevens) Changed "Campus Deans" to "Deans" Corrected VPAA to Provost, VPAA Deleted "Dean of Instruction" Changed "District" to "College"

MINUTES – ACADEMIC STANDARDS COMMITTEE

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3.	<i>Textbook Adoption Process (COP)</i>	With only a few minutes left in the meeting, the committee made a few suggestions for COP, but agreed to continue during next month's meeting. The following changes were suggested: <ul style="list-style-type: none">• Questioned whether approval should be VPAA or Cabinet Member/General Counsel (P. Romeo will consult with Danessa Stevens)• Changed "Campus Deans" to "Deans"• Corrected VPAA to Provost, VPAA• Changed "District" to "College"
4.	<i>Next Meeting</i>	The meeting adjourned at 1:00 pm. The next meeting is scheduled for February 1, 2013@ noon.