

MINUTES – ACADEMIC STANDARDS COMMITTEE

March 1, 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 Enslen; Ron Smith; Maria Cahill; Natala Orobello; David Luther
Absent	Sara Dustin; Eileen DeLuca; Roz Jester; Christy Gilfert

Discussions		
No.	Topic	Highlights
1.	<i>Policies</i>	The committee decided to send revised Course Waiver and Appeal, Course Transfer Re-Evaluation Appeal, and Course Substitution Policy to the Executive Officers of the Faculty Senate. The Faculty Senate will review and forward to the Office of the VPAA.
2.	<i>Faculty Teaching Load/Overload Hours (COP)</i>	The committee decided to send the revised COP to the Executive Officers of the Faculty Senate. The Faculty Senate will review and forward to the Office of the VPAA.
3.	<i>Textbook Adoption Process (COP)</i>	<p>The committee spent the remainder of the meeting to make final revisions on the COP. The following changes were suggested:</p> <ul style="list-style-type: none"> Faculty will send justification for supplemental materials to the Department/Discipline Chair Any conflicts concerning course materials will be resolved by the appropriate Associate Dean <p>P. Romeo will make changes and email to committee. Once committee reviews changes, the final draft will be sent to the Executive Officers of the Faculty Senate. The Faculty Senate will review and forward to the Office of the VPAA.</p>
4.	<i>Next Meeting</i>	The meeting adjourned at 12:50 pm. The next meeting is scheduled for April 5, 2013@ noon.