

MINUTES – ACADEMIC STANDARDS COMMITTEE

February 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 Enslin; Eileen DeLuca; Roz Jester; Christy Gilfert; Ron Smith; Maria Cahill; and Natala Orobello
Absent	David Luther; Sara Dustin

Discussions		
No.	Topic	Highlights
1.	<i>Policies</i>	<p>The committee continued its work on standardizing 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"> For Course Waiver Form, Department/Faculty Chair was changed to Program Coordinator Other minor grammar suggestions were outlined for the three forms
2.	<i>Faculty Teaching Load/Overload Hours (COP)</i>	<p>The committee continued its work on the COP to be more consistent with CNA. The following changes were suggested:</p> <ul style="list-style-type: none"> Distinguished between full-time and part-time hours Last month's question as to whether approval should be VPAA or Cabinet Member/General Counsel (P. Romeo met with Mark Lupe and found out the Cabinet Member/General Counsel was the most current) Changed the minimum of "25%" of regular teaching load in traditional 'ground classes' to "50% to remain consistent with the CNA Other minor grammar suggestions were outlined for the three forms

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3.	<i>Textbook Adoption Process (COP)</i>	<p>The committee continued during next month's meeting. The following changes were suggested:</p> <ul style="list-style-type: none">• Last month's question as to whether approval should be VPAA or Cabinet Member/General Counsel (P. Romeo met with Mark Lupe and found out the Cabinet Member/General Counsel was the most current)• Reviewed State regulation 1004.085 (Textbook affordability) <p>The committee is still unsure as to the best wording concerning who approves alternate textbook choices and supplemental materials, and who supplies the information to the bookstore. With time running short at the end of the meeting, these two items were tabled until next month.</p>
4.	<i>Next Meeting</i>	<p>The meeting adjourned at 1:00 pm. The next meeting is scheduled for March 1, 2013@ noon.</p>