Chair Pratt called the meeting to order at 2:00 pm.

I. Minutes of the 03/05/13 meeting were approved as distributed.

II. Class Attendance and Authorized Absence Policies
Brian Carlisle and Jodi Thesing-Ritter presented a history of the proposal and clarified that they are not changing the criteria for authorized absences but just the process of the policy. Discussion occurred about a paragraph regarding student appeal of instructor decision that should have been deleted prior to distribution to APC. Chair Pratt suggested adding a sentence to help clarify intent of policy. D. Mowry suggested adding jury duty/legal obligations to policy at a later date.

Chair Pratt will bring policy back to APC for a vote at next meeting.

III. Certificate in World Religions
Margaret Cassidy answered questions as Chair Burns was not able to attend. There will be no overlap between certification and major/minor as the certificate is not for students in that department. Library resources are sufficient to support the certificate.

S. Duckworth-Lawton made motion to approve the Certificate in World Religions, seconded by L. Bica. Motion approved 8-0.

IV. Program Reviews
Mike Wick reviewed process for program reviews and reminded APC members that we recently modified the process to streamline it. Our role is to review report, review the internal and external reviews, meet with the Chair of the department under review, and then submit a report from APC to Mike’s office. The new process has a form to more clearly articulate recommendations, but the programs under review by APC this year did not complete the form. Mike would appreciate us trialing the form this year and providing feedback to him. He also reminded
APC not to conduct a new review but to review the reports and provide a summative recommendation to him.

Chair Pratt clarified the process for APC members. Each person will get review material but the two members and Chair Pratt will do the full review and the rest of the committee gets only the reports to review. Each person can use the form for each review.

B. Nowlan further clarified process used in past. At the meeting following distribution of review materials there will be discussion between APC and Department representative. Based on that discussion Chair Pratt then writes a narrative and reviews it with APC members to seek clarification as needed prior to submitting it to the Provost.

V. Senate Presentation
L. Bica and B. Nowlan will present the Liberal Education Reform proposal at Senate today. Chair Pratt shared the order of Senate in regards to when the Presentation/Workshop will happen.

Chair Pratt stated that she will remind Senators that there have been many opportunities to share input and that we have had a transparent process and will ask for the Senate vote. L. Bica will discuss resources and implementation and would like to see it phased in in one year because she believes the resources are there. Chair Pratt also discussed the definition of learning experiences and that credits are a means to identify rigor and faculty workload and that credits go through the approval process from College Curriculum Committees.

Chair Pratt reminded APC members to pick up Program Review reading materials prior to going to Senate.

The meeting was adjourned at 2:48 pm.

Respectfully submitted,

Gail Hanson Brenner, secretary for the meeting