

ACADEMIC AFFAIRS STAFF MEETING MINUTES

Meeting Date: 7/7/08 (Called staff meeting) **Location:** SSB 315 **Time:** 1:00 pm

Present:
Rita Melton
Joe Sidlowski
Lynn Dale
Mark Roseveare
Barbara Wilson
Sherry Vaughn

Members Absent:
Sandy Winkler
Edna Howard
Daryl Smith

Guests:
Pam Hagan
Chris Bernock

Item Discussed	Discussion	Committee Action/Recommendations	Status	Follow- Up
<p><i>Key: R = Resolved PR = Partially Resolved I = Information Only CF = Carry Forward</i></p>				
1. Old Business				
2. New Business	<p><u>Procedure V-40.8 - Withdrawal</u></p> <ul style="list-style-type: none"> • Procedure V-40.8 was reviewed and initial recommendations presented by Chris Bernock and Pam Hagan • Mrs. Vaughn asked that Rita Melton, Joe Sidlowski, Chris Bernock, and Pam Hagan meet with Celia Bauss to discuss proposed revisions. This meeting should also include Pete Gallen and/or Tina Nix and Nancy Garmroth • Once the procedure is finalized it needs to be forwarded to Mrs. Vaughn on or before July 28; preferably by July 21st. • Final procedure recommendations will be forwarded to Ron Jackson (Student Affairs procedure) by Mrs. Vaughn <p><u>Procedure V-10.1 - Attendance/Tardiness</u></p> <ul style="list-style-type: none"> • Procedure V-10.1 was reviewed and initial recommendations presented by Chris Bernock and 		PR	
			PR	

	<p>Pam Hagan</p> <ul style="list-style-type: none"> Note was made that since the Catalog and Student Handbook/Planner have been revised/printed for the new academic year, the revisions (once approved) will need to be posted on the website, shared via divisional/departmental meetings, announced in classes and added to the standard syllabi (CETL to assist with this) Once the procedure is finalized it should be forwarded to Mrs. Vaughn on or before July 28; preferably by July 21st This procedure also needs to be discussed with Nancy Garmroth and Celia Bauss before finalizing a draft for PC review/approval 			
<p>Adjournment</p>	<p>In Edna Howard's absence the minutes were recorded by Barbara Wilson and forwarded to be written.</p> <p>There being no further business or discussion the meeting was adjourned:</p> <p style="text-align: center;">Submitted by: <i>Edna Howard, Administrative Specialist</i> <hr style="width: 50%; margin: auto;"/> Meeting Chair</p> <p style="text-align: center;"><i>Sherry Vaughn, VP of Academic Affairs</i></p>			