

AP&P Meeting **10/25/18** (10 am, Room 33 Strong Hall)
Approved November 14, 2018

Members Present:

- Chair, Karen Moeller, Pharmacy Practice
- Faculty: Joo Ok Kim, American Studies,
- Faculty: Martin Nedbal, Music
- Staff: Matt Deakyne, IT
- Staff: Sarah Jean Coughlan, Public Safety
- Ex-officio: Tiffany Robinson, University Registrar designee
- Ex-Officio: Karen Ledom, Director of Student Academic Services in the CLAS
- Ex-Officio: Amber Roberts Graham, Graduate Studies

Members Absent:

- Faculty: Nancy Jo Kepple, Social Welfare
- Faculty: Joe Walden, Business
- Voting, Student: Daniel Lee
- Voting, Graduate Student: Caleb Schafer
- Voting Student: Christopher Mason
- Ex-Officio: Jason O'Connor, Business, Undergraduate Advising Executive Committee

September minutes

A motion, second, and unanimous vote accepted September 27, 2018 minutes

Discussion of Draft report for specific charge – “Make recommendations to avoid student errors when enrolling in variable credit hour courses. Report to SenEx by: November 27, 2018”

- Brief discussion on draft report occurred. Recommendation to clarify that the notation would occur in the peoplesoft software (enroll and pay)
- A motion, second, and unanimous vote to approved prepared report

Discussion on potential request for addition charge to review procedures on cancellation of classes

- Karen Ledom requested that there be some guidance from the University (i.e. FacEx) for schools to consider when approving cancellations of classes (removal from official records)
- Discussion occurred to request a formal charge or include in end of year report
- Discussion occurred if this applied to our committee or who would “own” our recommendation if we proceeded with the charge.
- Overall the committee felt there should be at least a recommendation for the evaluation of the cancellation process and a potential best practice recommendations. The committee did not feel a policy should be develop
- Committee decided to request a charge to FacEx

Meeting adjourned at 10:45 am.

Respectfully Submitted, Karen Moeller, PharmD, Clinical Professor. Chair AP&P committee