These minutes will be offered for approval at the October 13 meeting.

APGC Minutes
September 8, 2008

Present: Elna Moses, Tambra Jackson, Erik Drasgow, Murray Mitchell, Irma VanScoy, Lynda Tilley, Michelle Maher, Zach Kelehear, Robert Johnson

Election of Chair and Secretary

Chair: Murray Mitchell
Secretary: Susi Long

Meetings will be scheduled for the second Mondays of each month at 11:00 when possible:

September 8, 2008 (Monday) 11:00
October 13, 2008 (Monday) 11:00
November 10, 2008 (Monday) 11:00
December 12, 2008 (Friday) 11:00
At the October meeting, we will schedule the rest of the year.

Student representatives:

Procedure in by-laws: Steering committee selects student reps for all committees but that is not always the practice that is followed.

APGC Committee Members: Consider possible nominees and contact them to be sure they are available; send them to Murray Mitchell. He will let the committee know after he has received two nominees.

Associate Dean’s Report

Introducing Lynda Tilley and her role.

Reporting on committee’s request to explore possibilities for doing work of this committee electronically. Lynda worked this summer to develop this for us:

- Scanning proposals and approval document
- No longer need for departments to send forward multiple copies – Lynda will let department chairs know this
- Committee members will go to site and review proposals; only print off and bring copies if you have detailed questions/suggestions
- Proposals will be projected with LCD projector during meetings; Lynda will bring laptop and have that connection made for each meeting
• Links can be found on web (but Lynda will also send link as we need to look at proposals): Information for Faculty; Academic Policies and Procedures (look in this section); Track Your Changes

Irma expressed her appreciation to the committee for the members’ work to participate and make decisions.

**Course and Program Proposals Due To Be Read By Committee**

Due to Lynda by:
  • 5:00 the first Mondays of the month.

Lynda will send link for those proposals to APGC committee members by:
  • By 5:00 that Wednesday

**Meeting was adjourned at 11:50 AM**

**Submitted by:** Susi Long