I. **Call to Order**
Dan Ripley, Chair, called the meeting to order.

II. **Roll Call**
**Members Present:** Julie Frumkin, Kenna Hillman, Jannie MacKay, Frank Madrigal, Ross Miyashiro, Dan Ripley, Winford Sartin, Gary Scott, Ingrid Wollank

**Members Absent:** Susan Radloff, Sheree King

III. **Approval of Minutes**
The minutes from December 3, 2008 were approved.

IV. **Approval of Agenda**
The agenda was approved.

V. **Public/Faculty Comment**
A. **Attendance Policy**
Ross Miyashiro presented concerns raised by several students regarding the lack of a policy clarifying the amount of time students are expected to wait in the event an instructor is late for class.

VI. **Unfinished Business**
A. **Administrative Regulations 4022 on Course Repetition – Prepare for First Reading at Curriculum Committee**
Ross Miyashiro reported that proposed Title 5 changes are expected to be approved that would require further revisions to Administrative Regulations 4022 on Course Repetition. Therefore, the regulations will not be submitted to the Curriculum Committee at this time. Ross will update the regulations to reflect current revisions made by the subcommittee.

B. **New Policy and Administrative Regulations on Philosophy of General Education**
Kenna Hillman and Julie Frumkin will begin development on the new Policy and Administrative Regulations on Philosophy of General Education.

C. **Administrative Regulations 4012 on Academic Freedom – Academic Senate's Review of Code of Ethics**
The Academic Senate formed a workgroup to review and update the *Statement of Professional Ethics* originally adopted in 1978. After the workgroup concludes its work Winford Sartin will begin the review on Administrative Regulations 4012 on Academic Freedom.
D. Subcommittee Member Assignments to Address Language on Discrimination within 4000 Band Administrative Regulations
Each member was assigned specific regulations to review discrimination language in all 4000 band administrative regulations. The subcommittee discussed including a generic discrimination statement at the beginning of each regulation. Gary Scott will ask Cindy Vyskocil, Associate Vice President of Human Resources, if the statement would be sufficient.

VII. Announcements
A. Change Proposal Form
Kenna Hillman noted that the form Change Proposal for 4000 Band Policies & Administrative Regulations should accompany revision requests submitted to the AP&S Subcommittee Chair.

VIII. Next Meeting
The next meeting is scheduled on February 11, 2009, at 2:00 p.m., in the Valhalla Room.

IX. Adjournment
The meeting was adjourned at 4:10 p.m.