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

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

Members Absent: Sheree King, Frank Madrigal

III. Approval of Minutes
The minutes from January 28, 2009 were approved.

IV. Approval of Agenda
The agenda was approved.

V. Public/Faculty Comment
No comment.

VI. Unfinished Business
A. Update on Discrimination Language in Administrative Regulations
Gary Scott reported that Cindy Vyskocil, Associate Vice President of Human Resources, stated that legal language established in Administrative Regulations 4003 on Change of Grades was a result of a lawsuit and is not needed in other regulations. Doing so would not be consistent with the remediation established in the lawsuit and would potentially make more problems than it would solve.

The subcommittee felt that discrimination language may be needed in other regulations and requested that Cindy Vyskocil be invited to the subcommittee for further discussion.

B. Review “Change Proposal for 4000 Band Policies & Administrative Regulations” Form
The “Change Proposal for 4000 Band Policies & Administrative Regulations” form was reviewed and revised to designate priority status. It was noted that priority decisions would be determined by the entire subcommittee.

C. Review Changes in Administrative Regulations Currently under Consideration
Kenna Hillman and Julie Frumkin are on the workgroup to draft new Policy and Administrative Regulations on Philosophy of General Education. Ross Miyashiro and Susan Radloff volunteered to join the workgroup. Steven Wallech will be asked to join the workgroup.
The subcommittee will review all of the 4000 band policies and administrative regulations for needed language and title updates.

D. Review AP&S Subcommittee Section in Administrative Regulations 4005 on Curriculum and Instruction
Curriculum Committee Chair Cathy Crane requested all subcommittees to review their sections of revised Administrative Regulations 4005 on Curriculum and Instruction. In spring of 2008 the AP&S Subcommittee discussed the proposed changes—at that time all members were in agreement that the positions Dean of Admissions and Records and Matriculation Coordinator should remain on the subcommittee, stating that the Dean of Admissions and Records provides information that is vital to the work of the subcommittee.

The subcommittee discussed the background for the proposed revisions and indicated that some confusion exists. The intended process was not completed, including a report from the taskforce created to review and recommend changes. Dan will consult with the Curriculum Committee Chair on the status of the proposed revisions.

VII. New Business
A. Policy for Student Attendance in the Event an Instructor is Late for Class
At the last meeting 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 and suggested that a policy be created. The subcommittee discussed appropriate placement of such a policy—which may not reside in administrative regulations. Ross will conduct research and report back to the subcommittee.

VIII. Announcements
No announcements.

IX. Next Meeting
The next meeting is scheduled on March 4, 2009, at 2:00 p.m., in the Valhalla Room.

X. Adjournment
The meeting was adjourned at 4:00 p.m.