I. Call to Order
Kristin Hartford, Chair, called the meeting to order.

II. Roll Call
Members Present: Nancy Allen, Patty Bucho, Paul Creason, Jordan Fabish, Kristin Hartford, John Hugunin, Brent Sears, Jim Steele

Guest: Mark Matsui

Member Absent: Farley Herzek

III. Approval of Minutes
The minutes of August 18, 2008 were approved.

IV. Approval of Agenda
The agenda was approved with the addition of VI. Letter to Human Resources.

V. Equivalency Application
A. Noncredit Specialized Instruction for Students with Disabilities
Mark Matsui submitted a Noncredit Specialized Instruction for Students with Disabilities Equivalency Application for Mark Beach, which was m/s/u (Nancy Allen / John Hugunin) approved.

VI. Letter to Human Resources
Kristin Hartford drafted a letter regarding verification by Human Resources of applicants that are considered routine. The information would then be forwarded to the Equivalency Committee for reporting purposes only. The committee discussed the letter. Kristin will discuss this issue with Sigrid Sexton, Academic Senate President, before a decision is made.

VII. Announcements
No announcements.

VIII. Next Meeting
The next meeting is scheduled for October 20, 2008, at 3:30 p.m., in Room D163. Meetings will be added or cancelled as needed.

IX. Adjournment
The meeting was adjourned at 4:15 p.m.