Liberal Arts Program Committee September 12th, 2014
Meeting Minutes

Present: Theresa Bouley, Carolyn Coates, Julia DeLapp, Sukeshini Grandhi, Margaret Letterman
Guests: Cheryl LeBeau

1. LAPC Approved New Co-Chairs
   a. Bouley and Letterman nominated by Coates, seconded by Grandhi.
   b. Bouley will run meetings.
   c. Letterman will present to Senate.

2. LAPC Meetings Fall 2014
   a. Bouley will send new poll to find time when all members can attend.
   b. If no satisfactory time, LAPC meetings will occur on Wednesdays at 3:00 pm

3. New LAPC Procedures
   a. All packets submitted to LAPC must be in by noon on the Friday before the LAPC meetings in order to be included on the agenda.
   b. Letterman will email new procedures to faculty and administration.
   c. Course objectives must be on all new submissions and must align with syllabus.
   d. All changes requested by LAPC on resubmits must be indicated on new form.

4. Sharepoint
   a. Cheryl presented a primer on the use of Sharepoint which can be used from home via VPN.

5. Standard Procedures for Completed Packets
   a. Chair completes LAPC Course Action Form and gives to Cheryl.
   b. Chair must SEE secretary and sign the original form.
   c. New form to include additional procedures for department submissions—Grandhi will fix the form to include changes (objectives, and any changes on resubmits).

6. LAPC Website
   a. Website must be double-checked for errors and/or changes.


8. Procedure for Student Substitution Requests for LAC Courses
   a. Student goes to advising center.
   b. If advising center denies substitution, student may go to the LAPC Chair.
   c. Form for individual student to make request?
   d. Discussion on waiver: does student go to LAC, substitution made on individual basis.

9. Meeting Adjourned – next meeting will be scheduled upon completion of new poll (Room: TBA)