Present: Carolyn Coates, Margaret Letterman, Meredith Metcalf, David Pellegrini, Nancy Tarkmeel
Guests: Cheryl Le Beau (LAPC Secretary)

1. Routing Procedures
   a. Given the new members of the Committee, Cheryl discussed the proper procedures for the signing and routing of Routing/Progress Form, Course Action Forms, and committee meeting minutes (see pages following)
   b. Cheryl will update LAC website with decisions and minutes and follow the courses through the Curriculum Committee once approved by the LAC

2. David Pellegrini was elected LAPC Chair

3. New Procedure for Course Removal
   a. Course Modification Form is completed and submitted to the Curriculum Committee
   b. LAPC receives a copy for the course to be removed from the course list
   c. Departments seeking advice on this procedure will be notified by David

4. EDU 250 was approved to be removed from the LAC

5. Program Review
   a. LAC will be under Program Review this Fall
   b. The Committee will be evaluating/determining the most pertinent rubrics for the LAC with guidance from administration
   c. Program Review is due on December 10th, 2013 and the Program will be reviewed in March

6. Meeting Adjourned – next meeting scheduled for September 30th, 2013 at 2:00 pm (Room, TBA)
**SIGNING AND ROUTING PROCEDURES FOR LAPC**

- LAPC Secretary keeps track of decisions on a Master List and copies of course in LAPC files. She must be kept informed of decisions by the committee for filing purposes and website updates. **This must be done in a timely manner.** If Secretary is not informed of what is going on, then courses will not be posted to all involved and will cause registration problems for students.

- An electronic copy of minutes for all meetings must be sent to Secretary for posting on website. These minutes should at least be sent in by the end of each semester.

- LAPC Secretary updates LAC website with decisions and minutes at the end of the semester. At the end of each semester, the Chair or other committee member meets with Secretary to review the LAPC website.

**Routing Procedures for LAP Program:**

- The Course Originator submits original program forms (hard copies) for signature to their Department Chair and then to the appropriate Dean’s Office.
- Course is decided upon by the Dean’s Office (Arts & Sciences or Professional Studies) and signed. They must have Dean’s approval signature in order to be considered by the LAPC.
- Signed course goes to LAPC Secretary. Secretary makes enough copies for committee review.
- LAPC Secretary sends a receipt email letting Course Originator know that the course is in the hands of LAPC. She cc’s LAPC chair so they know it is coming to the committee and they can add it to the agenda for next meeting.
- Secretary will make copies of agenda and previous minutes for meeting if it is sent to her electronically in a timely manner (at least ONE HOUR before meeting).
- LAPC Secretary distributes copies of course to the LAPC. Original course copy stays with Secretary.
- Course copies get handed out to committee at next meeting. Each member gets a folder with copies of course to review.
- Chair gets copy with a purple Routing/Progress form (for meeting notes).

**LAPC reviews program:**

**If approved:**
- Copies of course are collected from committee and returned to LAPC Secretary.
- Chair fills out the Routing/Progress form with notes about decision. Chair also fills out Course Action Form (based on notes on Routing form).
- Chair gives Routing form w/ copy of course, and completed Course Action Form to Secretary.
- Chair signs original copy of course kept at LAPC Secretary’s office.
- Secretary copies Course Action Form and sends that with course copies to Registrars, Advisement, and Dept. Chair where course originated from.
- Secretary forwards all extra copies and forms and signed original course to Curriculum Committee Secretary.

**If tabled/resubmit:**
- Copies of course are collected from committee and returned to LAPC Secretary.
- Chair fills out the Routing/Progress form with notes about decision. Chair also fills out Course Action Form (based on notes on Routing form).
- Chair gives Routing form w/ copy of program and completed Course Action Form to Secretary.
- LAPC Secretary sends Course Action Form and copy of program back to Course Originator. The Course Action Form lists details on what the next steps should be.
Signing and Routing Procedures for LAPC (provided by Cheryl Le Beau)

- **It is the responsibility of the Course Originator to follow up on these decisions.** If Course Originator does nothing to follow up, then LAPC decision stands as is.
- The Course Originator makes the corrections and returns course back to LAPC Secretary who resubmits it to the LAPC committee.
- LAPC makes decisions as above and starts process again. Secretary follows procedure accordingly.

**Signing and Decisions for Course Substitutions and Temporary Approvals:**

- All Course Substitution forms and Temporary Approvals follow the same procedure as above with the exception that final forms do not go to the Curriculum Committee.

- When deadline for Temporary Approval comes due, the course is removed from website list.