**Members present:** Amanda Alliband, Kara Brauer, Lawrence Weber, Peter Solie, Chris Vanderlinde, Eric Foley, Sheyene Heller, Mark Bogner

**Members absent:** Jess Fullen, Jim Turner

**Discussion Topics:**

* **Policy 1502 – Instructional Program**
  + First Sentence is awkward & repetitive
  + 2nd Paragraph, needs a second sentence
  + Break 3rd sentence into two separate sentences
  + Move Academic before Integrity
  + Why did they take out Four Year College
  + Where are they transferring to
* 2540 Credit Hour Allocation
  + Why are they adding more minutes
  + Ensure the minutes are correct
  + Kara says it looks fine as is beside a few grammar issues but context is okay
* Does the Handbook have everything it needs before the meeting with the VP
* Handbook should mention how to assign faculty credit load especially in Fine Arts
* Handbook should have enough information to point people in the right direction
* Handbook should be an index to the policies
* Where do we look and find out how the credit load is created for all departments
* What’s the difference between a Blue Team Report and IT Support
* It’s the supervisors job or responsibility to ensure their subordinates have office hours posted
* Goals – Look over the goals
* Are there any update to the goals
* Is there anything we want to add or delete from the goals
* Issue with goal number 2, assess and support the Administration on all proposed policies and changes. Sounds like we have to agree with all changes.
* Amanda is going to email Elaine - after final decision is made we will support
* April 2023 Things to do over the summer in preparation for fall. Syllabus Changes, New Quizzes and other

**Projects:**

* Handbook Revision in January
* Quality Course Review Rubric
* Ideas for Discussion Board
* Opportunities for Students
* Here’s what Academic Integrity is
* Why do Students Cheat