

ASC Meeting Minutes

Date: May 4, 2016

Meeting called to order at: 3:05pm			
Attendance:	<p>Members</p> <p><input checked="" type="checkbox"/> Peter A  <input checked="" type="checkbox"/> Joan A  <input checked="" type="checkbox"/> Liz F  <input type="checkbox"/> Michael Hayes  <input type="checkbox"/> Terry L  <input checked="" type="checkbox"/> Hien N  <input checked="" type="checkbox"/> Monica P  <input checked="" type="checkbox"/> Sandra R  <input checked="" type="checkbox"/> Elma S  <input checked="" type="checkbox"/> Wade T  <input checked="" type="checkbox"/> Janet Z  <input type="checkbox"/> Vacant (LABSS)  <input type="checkbox"/> Vacant (Bus)</p>	<p>Alternates</p> <p><input type="checkbox"/> Eileen G  <input type="checkbox"/> Stephan G  <input type="checkbox"/> John L  <input type="checkbox"/> Bonnie G  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	
Previous Meeting Minutes (Was not forwarded to Janet)	Date: Motion by: Second by:	Vote: motion to accept	Discussion: <ul style="list-style-type: none"> <li>Janet will circulate the Meeting Minutes electronically for voting once she receives it.</li> </ul>
Old Business	Topic	Discussion	Action
	<ol style="list-style-type: none"> <li>Update of Catalog Change Policy conversation with Dean for Change of Majors</li> <li>Membership for next year</li> </ol>	<ul style="list-style-type: none"> <li>Dean Rios-Knauf wants to remove the last sentence, <i>"Students may change their catalog year to the most current for their major by contacting the Registrar"</i>, on the Catalog Change Policy.</li> <li>Dean Rios-Knauf wants to deal with the Change of Majors issue on a case-by-case basis.</li> <li>Do you want to serve next year?</li> <li>Next Monthly meeting (October 2016)</li> </ul>	<p>The Committee agreed</p> <ul style="list-style-type: none"> <li>Wade T., Elma S., Joanne A., Liz F., Janet Z., and Hien N said YES</li> <li>Janet to organize the meeting and to announce to new members in Sept.</li> </ul>

	<p>3. Pete reported feedback from STEM Division on Change of Grade Notification form</p> <p>4. Pete reported feedback from STEM Division on Incomplete form</p>	<ul style="list-style-type: none"> <li>• Spelling error: <u>supersede</u> should be <u>supercede</u></li> <li>• Faculty want to add "Other" option on</li> <li>• Faculty wanted to add "...student must be passing the class up to that point" and a time frame</li> </ul>	<ul style="list-style-type: none"> <li>• The Committee will discuss meeting time.</li> <li>• The Committee will vote for new Chair</li> <li>• Janet to in charge of changing the spelling error</li> <li>• The Committee did not agree</li> <li>• The Committee did not agree and felt that it should be a discussion between the Faculty and student</li> </ul>
New Business	<p>Topic</p> <p>1. Review End of Year Report</p>	<p>Discussion</p> <ul style="list-style-type: none"> <li>• Item 1: Remove the word <i>associated</i></li> <li>• Item 3: Remove the two commas in first sentence</li> <li>• Item 3: Revise first sentence by moving the words "<i>for students</i>" to the end of "<i>the program requirements</i>"</li> <li>• Add Item 4 to the report as "We finalized the membership rotation"</li> </ul>	<p>Action</p> <p>Janet to complete all suggested changes</p>
Meeting adjourned at: 3:41pm	<p>Motion made by: Elma S. Seconded : Sandra R</p>		
Next meeting:	October 2016	Scribe for next meeting: Monica P.	
Respectfully submitted:	Hien Nguyen		