Meeting Notes of the Academic Policies Committee
Monday, 2008 May 12
Ocean Avenue Campus, room Arts 302

Members Present Deanna Abma, Larry Klein, MaryLou Leyba, Alice Murillo, Fred Teti
Members Absent Beth Freedman, Rita Jones, Lancelot Kao, Renato Larin, Susanna Mayorga, Madeline Mueller,
Guests Kristin Charles, Kelley Karandjeff, Pamela Mery, Will Wu

1. The members present picked these Monday afternoon meeting dates for 2008 Fall:
   9/22, 10/27, 11/24, 12/15

2. Institutional Review Board (IRB) Issues
   A. NSF rules allow for CCSF to appoint a designee for identifying exempt NSF grant proposals while our IRB policies and procedures are still embryonic. We discussed the recommendation that Dr. Alice Murillo, in her capacity as Vice Chancellor of Academic Affairs, act as designee pro tem through 2008 November 12 or the CCSF IRB is functioning, whichever is sooner. All five members present approved. Teti will use the Expeditious Email Approval process to reach an official committee recommendation.

   B. The Research Office representatives reported that the Senate is waiting for A.P. recommendations regarding the processes for recruiting volunteers, establishing selection criteria, nominating candidates, and appointing the nominees. Teti will confirm this and agendize the appropriate items for September. Larry Klein mentioned also the advantages of appointing additional IRB members to act as alternates when needed.

3. Subcommittee Name Change: Kelley Karandjeff reported that there has been a nomenclature change in legislation, replacing “vocational education” with “career and technical education”. After some discussion, the members present approved renaming the Vocational Education Subcommittee as the “Career and Technical Education Subcommittee”. Teti will seek official committee approval by email.

4. Distance Learning Advisory Subcommittee purpose statement: Dr. Murillo recommended simplified wording that the members present favored. Teti will share the improved wording with the DLAC chair and other interested parties.

5. Multiple Degrees & Multiple Majors. Deanna Abma, MaryLou Leyba, and Wil Wu confirmed that the Admissions and Records Office can implement the policy that A.P. formulated last meeting. They recommended adding two clarifying comments: (1) Each degree must meet the graduation requirements from exactly one Catalog year. (2) On a degree with multiple majors, the majors may not be generic (“18 units in a particular field of study”).