



Institutional Effectiveness/Compliance Committee

Minutes
November 10, 2009
Board Room
2:00 p.m.

Attending: Ms. Denise English (Chair), Mr. Doug Guiler, Mr. Tim Kane, Dr. Carolyn Meyer, Ms. Barbara Perry, Ms. Nora Rackley, Dr. Mary Jo Rager

Absent: Ms. Kelli Colborne, Mr. John Shea

Call to Order: The meeting was called to order at 2:08 p.m.

1. Approval of minutes from 11/3/09 – *The minutes were approved by consensus.*
2. Style Guide Updates – *The document continues to be a work in progress.*
3. Compliance Certification Edits – *The Committee discussed and edited the following documents using the updated Style Guide to ensure consistency.*
 - a. CS 3.4.3 – Admission policies
 - b. CS 3.4.4 – Acceptance of academic credit
 - c. CS 3.4.5 – Academic policies
 - d. CS 3.4.6 – Practices for awarding credit
 - e. CS 3.4.11 – Academic program coordination
 - f. CS 3.5.2 – Institutional credits for a degree
2. Adjournment – *The meeting was adjourned at 4:05 p.m. The next meeting is scheduled for Tuesday, November 17th, at 2:00 p.m. in the Room 205.*