I. Approval of Agenda
   S. Feresu – Moved to accept agenda for October 11, 2013
   C. Ross – 2nd
   In favor – unanimous

II. Approval of Meeting Minutes
   K. Grove – Moved to accept minutes from September 27, 2013
   J. Shimek – 2nd
   In favor – 10
   Abstain - 3

III. Chair & Presiding Officer Reports
   A. AC Chair – R. Mowatt
   1. Standing Committee Chairs Meeting met October 7th. They discussed responsibilities and evaluations. Committee reports will need to be presented to AC by the first November meeting. The group will continue to meet monthly.
   2. Review of SPH & HPER Policies. AC will need to review and update school policies, a few each year. Volunteers to prioritize and select policies to be reviewed this semester are Katie Grove, Craig Ross, and Joanna Shimek. A differentiation will need to be made between policy and governance documents.
3. There will be a special meeting for Academic Council with Marcia Gonzales, Vice-President and General Counsel for Marsha to introduce herself to the school and provide some information. It will be held October 25 at noon in PH 125 and all faculty and staff will be invited to attend.

B. Executive Associate Dean – K. Gilbert

1. Grade Appeal – Kathy has updated the current procedures document. It is consistent with campus procedures. When the campus-level procedures and policies are updated, AC should establish a policy for the school. The Grade Appeal Application Form has also been updated to include current information.

    - K. Grove – moved to add the grade appeal procedures and form to the action items of the agenda.
    - C. Ross – 2nd
    - In favor – unanimous

2. Policy for programs involving minors – Last year, in response to the initial campus policy, we established procedures to be used in our school. Campus now has finalized the policy (http://policies.iu.edu/policies/categories/administration-operations/public-safety-institutional-assurance/PS-01.shtml). We will follow the university policy in our operations. Internship coordinators have been notified by a number of sites that they require the student to have their own background check done. Therefore, the school is in the process of setting up a system for the students to have these checks done by certifiedbackground.com. The system should be available to students within the next few weeks.

3. Curriculum - new layers of review have been added to curriculum approval after it leaves the school. This was discussed at Campus Curriculum Committee, and concern was expressed because the process was described as potentially taking as long as 18 months. The CCC requested that more rapid approval process be implemented. Further information on this will be presented to the AC as information becomes available.

4. Bulletin – A reminder was presented regarding the 2014-2015 bulletin; any changes need to be to Graduate and Undergraduate Studies committees by the end of November. Graduate curriculum can changes every year but undergraduate curriculum can only be changed every two years. The rationale for this was not presented, but is available from Dean Gilbert

5. State legislation regarding Individualized Degree Mapping – All state schools are now required to create “individualized degree maps” for all students in their
degrees/majors at the undergraduate level. The “Degree Map Guidance for Indiana’s Public Colleges and Universities” document from the ICHE provides details. This has implications for the amount of time needed to advise undergraduate students. We are in good shape, because we already have been using degree maps and our advisors meet with students every semester.

IV. Standing Committee Reports
   A. Undergraduate Studies Committee – J. Shimek
      Tab sheet changes have been made in RPTS in the Outdoor Recreation, Parks and Human Ecology major and the Youth Sport Management minor.

V. New Business:
   ➢ K. Grove – moved to approve the grade appeal procedures and form.
   C. Ross – 2nd
      The motion was amended to approve the grade appeal procedures only.
      In favor – unanimous

VI. Announcements
   Next AC Meeting – October 25, 2013; 1:15pm

   J. Shimek – moved to adjourn