

Dr. Benita Muth, Chair; Dr. Marti Venn, Ms. Vicki Ball, Ms. Nancy Stroud, Dr. Sheree Keith, Dr. Bill Upton, Dr. Larry Israel, Dr. David Vogel, Mr. Malav Shah, Dr. Shamani Shikwambi, Mr. Scott Cox

Mr. Jerry Williams, Ms. Tommi Gill (Ms. Gill was represented by Vicki Ball)

The meeting was called to order at 4 p.m.

1. Dr. Sheree Keith was nominated as chair elect. A motion was made and seconded and the committee voted to elect Dr. Keith.
2. Dr. Larry Israel was nominated as recorder. A motion was made and seconded and the committee voted to elect Dr. Israel.
3. "New Procedures for Minutes" were distributed.
4. SACS "Developing Policy and Procedure Documents" was distributed. Dr. Venn discussed the relevance of this document to preparing for SACS accreditation.
5. The work of the APPC Committee for the year 2011-2012 was discussed, including:
 - a. Reviewing policies impacting academic personnel expected to come to the committee this year. Dr. Venn noted the process of achieving compliance with SAC may bring matters before the committee for review.
 - b. Beginning the process of reviewing Faculty Evaluation forms.
 - c. Reviewing the process by which the Faculty Handbook is revised and updated, including having editorial control and the most current version remain with APPC, as well as establishing protocols for revision with the Executive Committee.

The meeting adjourned at 4:50 p.m.

Larry Israel, Recorder