



the handbook. Dr. Michael Stewart suggested and Ms. Brannon agreed that a link to the college website will be put into the handbook to help deal with the issues of updating and overlap with the academic catalog. Mr. Sewell said that all of his questions regarding the handbook had been answered prior to the meeting. Mr. Papagan only had minor cosmetic changes to suggest and he will send those to Ms. Brannon after the meeting. Suggestions emailed earlier by Dr. Sharon Standridge were discussed and included moving all the vaccinations together, adding a brief explanation on why graduation check two semesters prior to graduation is necessary and the grouping of fees together including lab fees (lab fees are approved by an academic committee). Orientation is not required to allow students who miss or cannot attend an orientation to begin classes. Mr. Wesley Sewell made the motion to approve the handbook which was seconded by Ms. Michaela Yip. Handbook was unanimously approved by all committee members present.

- 3) No new business was proposed.
- 4) The meeting was adjourned at 11:15am by Dr. Kwak and seconded by Mr. Ryan Kochish.

Respectfully submitted,

Dr. Sharon Mozley-Standridge, recorder