**Committee Name: APC**

**Meeting Date & Time: 3/1/24**

**Meeting Location: Atkinson 202**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
|  | Andrew Allen | P |  |
|  | John Swinton | P |  |
|  | Robert Stewart | P |  |
|  | Corey Claxton | P |  |
|  | Donovan Domingue | R |  |
|  | Sayo Fakayode | R |  |
|  | Lee Kirven | R |  |
|  | Lyndall Muschell | P |  |
|  | Dana Gorzelany-Mostak | P |  |
|  | Adam Lamparello | P |  |
|  | Eryn Viscarra | R |  |
| Guests | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions | Action or Recommendations | Follow-Up {including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Quorum met |  |  |
| **II. Approval of Agenda** | Approved |  |  |
| **III. Approval of Minutes** | Approved |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** | N/A |  |  |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1.** | Considerations of suggested syllabus statement from DEIPC  No issues from APC on statement itself.  Worth considering as a link in similar way to other required/suggested syllabus statements  Defer to DEIPC to sponsor, no need for APC to co-sponsor  Motion to include text as provided by DEIPC. | Motion passed |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| VI. Next Meeting | April 5 2024 |  |  |
| VII. Adjournment | Approved |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name: APC**

**Committee Officers: Andrew Allen, John Swinton, Robert Stewart**

**Academic Year: 2023**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

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|  |  | | | | | | | | | |
| Meeting Dates | | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Andrew Allen | | P |  |  |  |  |  |  |  |  |
| John Swinton | | P |  |  |  |  |  |  |  |  |
| Robert Stewart | | P |  |  |  |  |  |  |  |  |
| Corey Claxton | | P |  |  |  |  |  |  |  |  |
| Donovan Domingue | | P |  |  |  |  |  |  |  |  |
| Sayo Fakayode | | P |  |  |  |  |  |  |  |  |
| Lee Kirven | | P |  |  |  |  |  |  |  |  |
| Lyndall Muschell | | P |  |  |  |  |  |  |  |  |
| Dana Gorzelany-Mostak | | R |  |  |  |  |  |  |  |  |
| Adam Lamparello | | R |  |  |  |  |  |  |  |  |
| Eryn Viscarra | | R |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)