

**ACADEMIC PROGRAMS DIVISION**

**Minutes of Nov. 16, 1989**

**2 p.m.; Room 3112, Cushwa Hall**

**Members Present:** J. Gill-Wigal, L. Harris, L. Hopkins, H. Mehri,  
G. Sutton, R. Tabak

**New Business:**

- A.** R. Tabak nominated George Sutton (seconded by L. Hopkins), for chairperson of this committee for 1989-90. No other nominations. Dr. Sutton elected unanimously.
- B.** The proposed changes in the Academic Senate policy on Continuing Education that were forwarded to us by the Subcommittee on Continuing Education were discussed. Dr. Sutton gave some background on this particular issue. After discussion, R. Tabak (seconded by L. Hopkins) made the following motion:

**MOTION:** On the basis of recommendations made to the Programs Division by the Subcommittee on Continuing Education, we move that **(i)** the Academic Affairs Manual 7.2.d and 7.2.i be changed to read:

**7.2.d.** "to serve the Academic Affairs area as the office for delivery of noncredit educational activities to the community and to be the official partner in all continuing education programs presented by the schools and colleges and academic departments, whether by co-sponsorship or filing of the Noncredit Activity Registry form which permits academic departments to undertake noncredit programming independent of the Office of Continuing Education."

**7.2.i.** "to coordinate arrangements for space and other University services for all noncredit activities sponsored by the Office or as contracted by academic departments for continuing education activities sponsored independent of the Office of Continuing Education and Education Outreach."

**(ii)** the Academic Senate act to adopt the Non Credit Activity Registry form enclosed as the method of meeting the information and records retention needs of the University.

(iii) the Academic Senate recommend to the President and the Board of Trustees that the University (1) include continuing education staff salaries and fringe benefits in the Fund One budget, and (2) operate the noncredit programs on the direct program costs associated with the instructor salary and fringe benefits, marketing, course materials and meals/breaks.

After discussion, the motion passed.

C. L. Harris moved (R. Tabak seconded) that a quorum be defined as 4 members of this committee. Motion passed.

Old Business: none

Meeting Adjourned: 2:35 p.m.

Next Meeting: to be announced

Submitted By:   
R. Tabak

cc: Daniel Borgia, Acct. & Fin.  
Janet Gill-Wigal, Counseling  
Lou Harris, Allied Health  
Lois Hopkins, Music  
Hojjat Mehri, IE  
Nicole Stanko, Student  
George Sutton, Dean of Engineering  
Ronald G. Tabak, Physics  
Dr. Mary Beaubien, Chair, Academic Senate