**Committee on Academic Programs (CAP)**

**Meeting Minutes**

September 28, 2016 | SSB232 | 1:30-2:50pm

**In Attendance:** Karen Clark, Ivonne Cruz, James Day, Matthew Hall, Susanna Monseau, Jennifer Palmgren, Aigli Papantonopoulou, Manish Paliwal, Steven Schreiner, Barabara Strassman, Christopher Wagner, Alex Molder, Shrey Patel

Livia Lazzaro, Maura Moore

1. Karen Clark and Manish Paliwal were elected Co-Chairs of the committee.
2. **Advising Agreement**—pending

The committee discussed the responses of the Advising and Student Support Program Council to questions about the Advising Agreement. The Advising Agreement was reviewed and the following recommendations were made.

* 1. Include “student should be available” in student responsibilities
  2. Make the policy undergraduate-specific.
  3. Signature: Remove requirement for electronic signatures.

Action: The co-chairs will forward the Advising Agreement, with CAP’s recommendations, to the Steering Committee.

1. **Change of Major policy**—returned

The Steering Committee returned CAP’s recommendation on the Change of Major policy. The comments received from the Steeringshall be reviewed and discussed at the next meeting.

1. **Student complaint policies**—new charge

This charge shall bediscussed at the next meeting.

1. **Transfer Credit policy**—new charge

This charge shall be discussed at the next meeting.

*Prepared by Manish Paliwal*