**Committee on Academic Programs (CAP)**

**Meeting Minutes**

November 9, 2016 | SSB232 | 1:30-2:50pm

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

**Excused**:Steven Schreiner, Christopher Wagner

1. Minutes from Oct 26 meeting approved.

2. Discussion with Deirdre Jackson, representative from Nursing, regarding the nursing transfer credit policy proposal.

3. Complaint policy – Committee discussed a draft document from the subcommittee. Suggestion that there should be a response to the written complaint within 30 days at each step 3 as well as step 2. Records should be kept at the highest level at which the complaint was resolved. The subcommittee will revise the draft and send to CAP and academic leaders for feedback.