REDWOODS COMMUNITY COLLEGE DISTRICT  
Meeting of the  
Academic Standards and Policies Committee  

- 7351 Tompkins Hill Road, Eureka, LRC 107 (Conference Room)  
- Fort Bragg: 440 Alger St (Fine Woodworking)  

Friday, February 28, 2014  
3 PM  
AGENDA  
Members Present: Connie Wolfsen, Mike Peterson, Ruth Moon, Todd Olsen, Laura Mays (by phone)  
Members Absent: Sally Urban, Keith Snow-Flamer  

1. Call to Order: Chair Connie Wolfsen called the meeting to order at 3:05 pm.  
2. Introductions and Public Comment: No comments forwarded.  
3. Discussion Items  
   3.1. Continue revisions to BP/AP 4020 Program and Curriculum Development: Committee members read over the BP as it looks from the Feb. 14 suggestions. The “and/or” use was questioned, and for consistency the “and” was dropped. “Appropriate” was another word that could be struck from the BP. After review, the AP work began. Questions came up regarding the definition of clock hour vs. credit hour, and what the conversion formula is for scheduling classes, especially as some are T/TH, or M/W/F, etc. Some terms can be 16 or 18 weeks, too. Other policies will be reviewed in order to get the best procedures written into the AP for program development. The committee will begin work on the AP from “scratch” and then verify that all its components are mentioned in the BP.  
   3.2. Review existing RCCD AP 4023 Definition of a Credit Hour: Discussion involved whether this AP would be necessary if the Credit Hour information is now included in the Program and Curriculum BP/AP 4020.  
4. Announcements/Open Forum: The AP 4105 Distance Education document may be revised due to language regarding Financial Aid regulations. College Council will provide the new language.  
5. Adjournment: On a motion by Todd Olsen, seconded by Ruth Moon, the meeting was adjourned at 5:03 pm.  

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Next Meeting:

Friday, March 14, 2014