ATTENDANCE

PRESENT

Nabeel Barakat, Carmen Carrillo, Elizabeth Colocho, Leige Doffoney, Sally Fasteau, Dave Humphreys, Lauren McKenzie, Susan McMurray, Joyce Parker, Luis Rosas, Sandra Sanchez, Stan Sandell, Jim Stanbery, Lynn Yamakawa, Brad Young, Mark Wood

CALL TO ORDER

The meeting was called to order at 1:40 p.m. in Conference Room SSA 219.

Approval of Minutes:
Motion to approve minutes with no changes.

PASSED

Unit Planning:
All are using the new templates in Microsoft Word for Parts B and C, with minimal formatting issues but still questions remain on how to import information and how to synchronize across Divisions. It was decided that each division would use the template according to their discretion and need, ready by 10am Friday, 1-6-12 to review as a group in NEA 218. Each member should bring their Unit Plan in electronic format to the Friday meeting.

Requisite Challenge Petition:
L. McKenzie presented the newly revised Requisite Challenge Petition form. Items discussed include:

- The burden of proof lies with the student to show why the requisite was/should not be met. Students usually use “Knowledge or ability to
succeed” as the challenge reason, and should provide the written proof (such as transcript or other) with the petition.

- The petition should be signed by the Chair of the course being challenged
- If a counselor signs the petition, the Division Chair still needs to sign
- Communications division does not accept high school transcripts as proof of ability to succeed in a required English course; AP course records with test score of 3 or better is accepted, as well as an example of written work
- S. McMurray will confirm the approval of the changed petition in Senate minutes.

The meeting was adjourned at 3:00 p.m.