I. Announcements:
   A. Effective January 1, 2010, only the new academic program and course action forms will be accepted by USC-Columbia faculty governance bodies.
   B. Although APL membership is limited to one representative per college/administrative unit, additional guests are welcome at any meeting. Advance notice is suggested to accommodate seating.
   C. SACS will be checking to see that program entries in the Academic Bulletins match the respective college and/or program websites. APL members were asked to lead this effort in their units. There was discussion over which website elements must be uniform across the campus.
   D. Several handouts were distributed, including the edited APL member directory, edited CHE timelines for both new programs and program modifications, two charts comparing the prior program action forms (both undergraduate and graduate) with the new forms, and a program processing tracking list.

II. Updates:
   A. Program Inventory Project
      APL members were briefed on progress with the Program Inventory Project.
   B. New SharePoint site for APL members
      The new SharePoint site being developed by M. Fields for APL member use was reviewed. Discussion ensued, with questions from several members on SharePoint’s capabilities, and the possibilities of individual units using their own independent SharePoint modules.
   C. Program/Course Action Forms
      Form changes to date were reviewed.

III. Transition to New Forms and Procedures:
   A. Feedback was solicited on reactions to the new forms and procedures thus far. There was discussion on the signature order
at the end of each form, form routing, the possibility of all-digital distribution and SharePoint's capabilities in this regard, and online storage of proposals as they are successfully completed.

B. When issues arise for which there are no established policies, APL members are asked to forward a memo to K. Finnigan, describing the need for guidelines. Policy changes will be addressed annually at the end of the Spring semester.

C. The revised CHE timelines were reviewed, and there was discussion of the draft step-by-step checklist, which will be provided to proponents of new proposals to identify all meeting dates and deadlines in the pertinent CHE cycle.

IV. Spring 2010 APL meetings will take place on the third Friday afternoon of each month. A specific schedule will be sent prior to the next meeting on December 11, 2009.

V. The meeting was adjourned at 4:15 PM.