February 3, 2012

MEMO

To: Dr. Erin Harrel
From: Theo Koupelis
Subject: Report of Board Policy/COP Review Committee

Our committee was charged on 1/9/12 to:
- Review all COPs;
- Ensure that current practices follow our COPs;
- Check references in our COPs to Board Policy.

The deadline to finish our work was set for February 3, 2012.

Attached please find our report on the work of our Committee; the report consists of the Excel document "COP-BOT--Committee-1.xslx," and the Word document "Student Services Grid for COP Chapter 06.docx."

The committee met on January 11th, 20th, 25th and February 1st. The minutes of our meetings are also attached ("Minutes SACS Response Team on Board Policy--COP Review.docx").

Due to the short period we had to complete our work, we divided the work among the members of the committee based on interest (the Chapters correspond to the ESC Procedures Manual).
   a) Don Ransford: Chapters 1 and 2, and BOT
   b) Theo Koupelis: Chapter 3
   c) Kirsten Thompson: Chapter 4
   d) Crystal Revak: Chapters 5, 9 and 10
   e) Judi Grasso: Chapter 6
   f) Ellen Kadel: Chapters 7 and 8

Committee members contacted appropriate personnel across the institution to collect information on the location and status of any policies related to their programs. The information was cross-referenced to policies found on the institution's website and Portal. Ensuring that current practices follow COP is not something the committee can guarantee; our comments on the issue (included on the Excel file) reflect input we

received and personal experiences, neither of which can be used as proof that the policies are always followed.

We are aware that other committees are currently revising a number of policies. Because of the different deadlines that these committees have, we did not receive the new versions of these policies by our deadline. As a result, the committee would be more than willing to continue its work, if asked, for as long as necessary.

Please let me know if you need any additional information.