

**Admissions and Credits Committee  
February 19, and May 2020 (combined)**

A quorum was not present at the meeting so no action was taken.

**Approval of Admissions and Credits Procedures**

Those in attendance discussed the Admissions and Credits Committee procedures. The decision was made to send out the procedures to the committee members and poll the committee via e-mail so that they may be submitted to the Administrative Council Committee's meeting scheduled in March.

Procedures were sent out Thursday, February 20 via e-mail and approved. Diane Smith determine that the Admissions and Credit Committee procedures should be submitted to Academic Council instead of Administrative Council. Submitted to Academic Council for March 25 meeting.

**Students Dropping Without Advisor's Signature Report**

Ms. Brandi Hill provided a written report from the subcommittee that reviewed the process of students dropping courses. Report is included.

**Chair Election 2020-2021**

An e-mail message was sent out to the Admissions and Credits Committee members April 9 requesting for nominees to serve as the chair for the 2020-2021 year. Dr. Rob Owens was willing to serve another year. A Qualtrics ballot was sent out to the committee and Dr. Owens was reelected.