**ARC Meeting, Wed. 4 February, 2015**

Present: T. Rakatobe-Joël (chair), J. Cataliotti, M. Dunn, S. Mustafa, M. Johnson, R. Sen, S. Anderson, M. Tisi, E. Daffron.

**Minutes:**

Discussion of the memo from Emma Rainforth requesting a progress report to the FAEC. The group decided that the ARC chair would meet with the FAEC on 18 Feb, and monthly thereafter.

Discussion of changes coming with the elimination of CEC. Eric Daffron advised the group to wait until the end of the semester before making changes to the ARC Manual to eliminate CEC, because there are still a number of decisions pending in a number of bodies.

Discussion of the most recent ARC course approvals and whether they have been processed by the Provost's office and sent on to the Registrar. Thierry Rakatobe-Joël assured the group that the Provost's office has approved all submissions and that he will send a blanket email to the faculty to notify them of that fact.

Discussion of changes to the ARC manual due to the change to a new schedule in Fall 2015.

Discussion of changes to the ARC manual with regard to an instructor's obligation to state policy regarding the Incomplete grade, and suggested an alternate wording.

Submitted by Sam Mustafa.