I. Meeting called to order at 11:00 a.m.

II. Minutes of the March 13, 2018 meeting approved by voice vote.

III. New Business

1. S-3 Administrative Status to Faculty Status.
   D. Venugopalan presented the policy. The revisions were made to bring the policy in compliance with UW System policy.

   Discussion took place on the possibility of eliminating S-3. The committee decided that the policy includes information specific to UWM that is not included in the UW System policy.

   MOTION: to approve the revisions to SAAP 3 and to keep the policy as a SAAP. The motion was seconded and approved by voice vote with one objection. The policy will go to the Faculty Senate for information.

2. S-13 Continuing Education Units
   The SecU office presented the policy. The revisions were made by Legal Affairs in consultation with the School of Continuing Education and the Provost’s Office in order to bring the policy in compliance with current practice.

   Discussion took place on other continuing education offerings such as professional development hours.

   The committee suggested the following revision to section 3:
   “CEUs may be authorized for a variety of educational formats and media including classes, workshops, short courses, seminars, conferences, independent study, online learning etc. and a broad range of subject content including, but not limited, to the arts, engineering, business, health services, education, and social work.”

   MOTION: to revise section 3 of the policy. The motion was seconded and approved unanimously by voice vote. The motion was approved by the Responsible Party and Legal Affairs.

   The SecU office will editorially revise the policy so that all sections end in periods instead of semicolons.

   MOTION: to approve the revisions SAAP 13. The motion was seconded and approved unanimously by voice vote. The policy will go to the Faculty Senate, Academic Staff Senate, and University Staff Senate for information.
3. S-14.5 Criminal Background Check Policy
   The SecU office presented the policy. A small change was suggested by Legal Affairs and the UWM Police Department. Human Resources, the Responsible Party for the policy, stated that further revisions are forthcoming.

4. S-31 Incomplete Grades
   The SecU office presented the policy. The revisions were suggested by the Academic Policy Committee, specifically the Registrar’s Office, and approved by the Provost’s Office, the Responsible Party for the policy.

   Discussion took place on the revision to allow a course marked incomplete to be completed within one year instead of within the next succeeding semester.

   MOTION: to approve the revisions to SAAP 31. The motion was seconded and approved unanimously by voice vote. The policy will go to the Faculty Senate, Academic Staff Senate, and University Staff Senate for approval. The policy will go to the Faculty Senate along with Faculty Documents 1558 and 2536.

IV. Other
   Additional revisions are forthcoming for S-49 Smoking Policy.

   The committee discussed the status of other SAAPs currently under review.

V. The meeting adjourned at 11:49 p.m.