

**DRAFT Consent Agenda Timetable
Committee on Academic Affairs & Licensing
S.C. Commission on Higher Education**

Date	Action
Thursday, April 3	The Committee on Academic Affairs and Licensing (CAAL) meets and approves items to be considered at the May 1, 2008, meeting of the Commission on Higher Education.
Friday, April 4 through Tuesday, April 8	Academic Affairs and Licensing (AAL) staff members reformat materials, adding references from CAAL, discussions/actions/concerns and obtaining any missing information from institutional personnel.
Tuesday, April 8	The AAL Division Director emails/-mails CAAL materials to Commissioners for review.
Thursday, April 10	Commissioners receive hard copy materials for review.
Thursday, April 10 through Tuesday, April 15	Commissioners submit questions/concerns electronically to the AAL Division Director (GMorrison@che.sc.gov). The AAL Division Director distributes the questions/concerns to appropriate AAL staff members who then address these questions/concerns with institutional personnel.
Tuesday, April 15 through Tuesday, April 22	AAL staff members obtain and compile answers/explanations from institutional personnel to commissioner questions. The AAL Division Director emails the institutional answers/explanations to Commissioners and then modifies CHE materials, if and as warranted.
Wednesday, April 23	The AAL Division Director submits CAAL materials for the CHE mailout.
Wednesday, April 23	The AAL Division Director provides the CAAL chair with information about which items have not been resolved. The committee chair notifies CHE which items are on the consent agenda. The AAL Division Director notifies institutions as to requested meeting attendance for discussion of items not on the consent agenda.