**OAA-CAD Meeting**

November 18, 2019 Agenda

1. Substantive Change handouts from Legal Affairs presentation
2. Substantive Change review process
   1. Drafting guidelines/practices not in policy
   2. Team will meet at least twice a month to review the new and existing proposals in Curriculog
      1. Harriet liaising with programs that require a prospectus
      2. Mitch liaising with programs that require a teach out plan or an increase/decrease in credit hours
      3. Christine liaising with programs that require dual degrees and notification letters only; she will also answer inquiries from faculty and staff and input approvals into Curriculog.
3. SLO Data Collection and Reporting Plan
   1. Overview for all Colleges
   2. Acclimating new CADs and sharing practices
4. CAD discussion topics