

April 29, 2004

Dr. Gerald D. Lord, Associate Executive Director
Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, GA 30033

Dear Dr. Lord:

Collin County Community College District's internal review of Comprehensive Standard CS M15 resulted in its assessment of "partial compliance." This standard requires that, *"The institution's policies are clear concerning ownership of materials, compensation, copyright issues, and the use of revenue derived from the creation and production of all intellectual property. This applies to students, faculty and staff."*

The District has now completed its action plan for CS M15. Documentation is attached showing approval and adoption of a "Student-Product Intellectual Property" policy by the District's Board of Trustees at the March 23, 2004 board meeting.

Minutes of this meeting were approved by the Collin County Community College District Board of Trustees on April 27, 2004. Documentation of the Board's action is attached as evidence of the District's full compliance with Comprehensive Standard CS M15.

Please contact me if you have questions or if additional information is required.

Sincerely,

Thomas K. Martin, Ph.D.
Associate Vice President for Research and Institutional Effectiveness

cc: Dr. Cary Israel
Dr. Tom Rodgers