

Academic Standards Committee Meeting Minutes
October 19, 2010
2-4 p.m.
Submitted by Brook Maurer

In Attendance: Bruce Krause, Richard Parker, Eric Greene, Mary Kramer, Brook Maurer

A. Review Minutes

Bruce Krause motioned to approve the minutes and Mary Kramer seconded the motion. Motion passed unanimously.

B. Agenda Review

ITEM	DISCUSSION	ACTION
OLD Business		
1) Policies for CAO & CSSO review	1) The policies from 2009-2010 were not sent to the CAO & CSSO for their review during summer term. Richard will send the following policies to them with our apologies: -Articulation of College Credit for High School Work policy -Enrollment policy -Transfer policy -Prerequisite override form	
2) Status of Procedures in Development	2) The procedures need to be reviewed to determine which are complete, incomplete, what should happen next. Should we go ahead and test these procedures before we become independent? We will wait to begin this review until Lori is present.	
NEW Business - Short Announcements		
1) New committee member	1) Eric Greene was welcomed to the committee as our adjunct faculty representative	
2) PCC Academic Standards Committee minutes	2) Richard continues to check the PCC website, but they have not posted any minutes for a year nor have any agendas been posted for this year.	
3) Meeting dates	3) Meetings will be held on the 2 nd Tuesday of the month from 2-4 pm in Bruce's lab.	
AGENDA ITEMS		
1) Student committee member	1) Richard has contacted Student Council and PTK for recommendations with no replies. He will send out an all faculty email asking for faculty recommendations for a student representative.	
2) Grading Policy	2) Bruce, Mary, and Richard reported that the faculty in science, career tech, and arts/humanities	

	<p>departments who attended inservice are in favor of the +/- grading policy. No other department chairs reported back to Richard. Bruce will ask Jenifer to send out a survey monkey re. the +/- grading policy, asking all faculty whether they are in favor/not in favor, their department, and any comments. He will also check the grading policies of some other colleges in California and Nevada and report back at the next meeting.</p>	
<p>3) Selection of policies for review this year</p>	<p>3) The committee tentatively chose the following policies:</p> <ul style="list-style-type: none"> • Embedded instruction • Instructor Qualifications • Grading • Institutional Withdrawal <p>Richard will ask Karen Carter to attend the next meeting so that she can provide input regarding which policies the committee should be addressing this year.</p> <p>Richard will ask Susan Lewis and Susan Wolff to attend our next meeting so that we can discuss the coordination of efforts by the Curriculum Committee and the Academic Standards Committee.</p> <p>In addition, we need clarification from Susan Wolff regarding the process and communication in the development of policies. For example, the department chairs are working currently on instructor qualifications. However, that will need to go through the Academic Standards Committee. What is the process? We need to assure that all involved are aware of the process.</p>	
<p>5) Charter modifications</p>	<p>5) Richard will check with Susan Wolff to clarify whether we need to rewrite the charter since we are not following it until after accreditation. Until accreditation we have decided to maintain the current membership.</p>	

Next meeting: Tuesday, November 9, 2010