

**Academic Standards & Practices Committee
Meeting Minutes
January 10, 2013
2:30 – 4:30 pm Rm. 3.301**

In Attendance: Brook Maurer, Mike Taphouse, Dawn Sallee-Justesen, Eric Greene, Gwen Johnston and Richard Parker, Chair

Support Staff: Jensi Smith

Absent: Mary Kramer

Guests: Brian Greene, CAO

Facilitator – Richard Parker

- A. **Review Minutes**
- B. **Agenda Review**
- C. **Guest Presenters:**

1. Order 2:34 pm

ITEM	DISCUSSION	ACTION
OLD Business		
1. Approval of Minutes	Minutes from 12-06-12: Richard checked in with members regarding last month’s meeting minutes. Asked for questions, recommendations for revisions, etc. Motion and 2 nd . Approved.	Motion: Eric 2nd: Mike Motion: All in favor, no abstentions, minutes approved.
2. Update of ARs & OPs sent to Martha Dell - Richard	Richard: He had received a message from Martha to assure that everyone was on the same page. Brian shared that Martha is about to deliver a baby so may be out of touch in the near future.	
3. Follow up to work with Curriculum Committee - All	Richard: Reviewed what was decided in the joint meeting that this group will need to be working on:	

Related/Embedded Instruction: this is something that needs to be added back in. He will forward on to Stephen Shwiff so he can share with the Curriculum Committee (CC).

Experimental Courses, Course Challenge and Credit Guidelines.

Degree and certificate substitution standards. Richard will investigate to see where in the process this item is. This is one that may have been “finalized” that will need to be looked at again. Will need feedback from the CC before it can be completely finalized.

Dual Listed Courses is another item that was identified as an item that the ASPC will review to standardize. This refers to a class that is listed in two departments.

Repeatability of Courses: this is one that will need addressed soon, as items will need to be taken to the CC. If adopted, each course will have to have new outcomes identified if these courses (like Art & PE) cannot be repeated.

Curriculum Committee has developed a standard for de-activation of courses, which they will send to this group to review.

General Education Requirements for AA degrees. Richard will work with Susan Lewis on this one.

Credit for prior learning: This is related to the CASE grant work. PCC accepts three credits of military service for 3 PE credits. They do not do much for credit for prior learning. The scope of work that is needed to collect all the evidence for this is very extensive. There is a push to formalize this at the state level. PCC is looking at how they compose their policy. Eric shared that he had heard that not much information was available through the military. She shared that if you get on the

	ACE website, the info is available on most (less with the ARMY) but it is difficult to get the info.	
NEW Business—Short Announcements		
1. PCC Academic Standards & Practices - Richard	Richard – PCC is working on the many of the same items this group is working on. They are working with the stakeholders to address issues that have come up.	
2. Change of meeting time:	Richard asked group to share suggestions for a change of meeting time to accommodate the change in member’s schedules.	
3. Student Representation - Richard	Richard asked if Dawn’s option was working out? No. He will check with Michelle Cochran to see if she has someone who might be interested.	
AGENDA ITEMS		
1. Academic Integrity - Dawn	Dawn – students’ rights and responsibilities is a 10 page board policy. They took out the policy stuff. They have not done anything with the procedure. She shared the draft document she found. Richard printed out what is posted on the website. He will cross reference what is on the website with what he has.	
2. Syllabus Guidelines – Mary & Dawn	Dawn has not found the doc for syllabus guidelines for Must/Mays. She shared OARs guidelines that “may” be in the syllabus. She shared that items were identified in FOE work. She has talked with Mary about it and will continue to search for the document. She will look online to see if she can find references to this. Richard – one of the issues with instructors is getting them to share necessary information on their syllabi but not having too much.	

	<p>discussion about pre & post accreditation designations.</p> <p>The group went through the list, cross referenced some of the items that are posted on the website to come up with the list of items that the ASPC needs to create or finalized.</p> <p>Brook asked if there is an approval process for AR? It goes through Martha to be formatted, reviewed by the Chief and sent to Dr. Toda for “approval”.</p> <p>Brian asked if Richard had a list of all the items that ASPC has reviewed. Richard said he will find it and email it to Brian.</p> <p>Richard shared that it is important for the group to figure out exactly where they are so it will be easier to move forward.</p> <p>The question came up of who decides about ARs for Distance Learning Course Development. Who is responsible to develop the standards? Jensi will put on do list to ask Brian because he just left the meeting.</p> <p>Institutional Withdrawal policy: Dawn has language and will review it at the next meeting.</p> <p>Dawn suggested that Richard, Brian, maybe Lori and she meet to review the list to get a feel for where things are and where things need to go.</p>	
<p>5. Alternative Assignments – Gwen & Richard</p>	<p>Will be reviewed at next meeting.</p>	
<p>6. Continuing Education Credits -</p>	<p>Brook shared that she had talked to Suzanne who had told her that no</p>	

Brook	<p>one had asked for CEU courses in a long time.</p> <p>Richard – Reminder to put Grade Reporting AR on the February Agenda.</p>	
7. Other standards to address - All	<p>Eric: Asked about guns on campus. Richard shared that it would probably go onto facilities. Same with student id.</p> <p>Richard said he was concerned about <u>the email issue</u>. Many business partners have been getting their emails bounced back. He has asked IT to look into because these are people he has communicated with for many years. It has been identified as a real problem. The group is concerned that if it is happening to Richard, it is probably happening to others. This issue also concerns the policy for use of the CGCC email. <u>Should it be implemented for students to be required to use that email and should that also include faculty and staff?</u></p> <p><u>Ending a program.</u> Dawn will look at the standards for TEACHOUT.</p>	
Adjournment	Adjournment at 4:29 pm	

Next meeting: February 4th or 7th, 2013