

**Academic Standards & Practices Committee
Meeting Minutes
March 4, 2013
2:30 – 4:30 pm Rm. 3.302**

In Attendance: Brook Maurer, Dawn Sallee-Justesen, Eric Greene, Gwen Johnston, Mike Taphouse 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: None**

1. Order 2:35 pm

ITEM	DISCUSSION	ACTION
OLD Business		
Approval of Minutes	<p>Minutes from 04-04-13 Discussion of items from the minutes. Review of items that had went to Martha. Use and Sale of Instructor Authored Materials was on the list that had been sent to Martha. Checking to see if what was sent to Martha during the summer is the same as the item that we have been discussing.</p> <p><u>Approval of Minutes</u>: Eric motioned to approve the minutes as written. Mike seconded. No other questions or comments. All in favor – Minutes approved</p>	<p>Motion: Eric 2nd: Mike Motion: Approve the minutes as written. All in favor. Minutes Approved.</p>

<p>1. Administrative Rules & Operating Procedure Updates - Richard</p>	<p>Richard: Talked with group about the review of the previous meeting minutes to get a better idea of items that have been reviewed by the group. Richard and Jensi have gone through to identify where each item is in the process.</p>	
<p>NEW Business—Short Announcements</p>		
<p>PCC Academic Standards & Practices Report- Richard</p>	<p>Richard: No updates from PCC - ASPC</p>	
<p>AGENDA ITEMS</p>		
<p>1. AR Changes: (a) Acceptance of Credit Standards; (b) Acceptance of Non-traditional Credit Standards; (c) High School Dual Enrollment - Dawn</p>	<p>Dawn: Reported that she has met with Brian and Tria to review the ARs and Ops to see what items have completed the process or are still being reviewed. 3 Items that she would like to review:</p> <p>Brian asked if there is an <u>Academic Standards Policy Hand book</u>. Richard responded that there isn't yet, but there will be. This is something that should be added to the "To Do" list.</p> <p>HS Dual Credit: Dawn recommended that the title be changed to <u>High School Dual Credit Enrollment</u>. This is same title as Instruction. She is asking that the "Enrollment" be added to the title.</p> <p>Standard for Acceptance of Credit: This is the current name of the AR. Discussion if more descriptive language should be added to the title. Some edits to the Overview to have it state CGCC has established standards for the awarding of non-traditional credit.</p>	<p>Work on Academic Standards Policy Handbook</p> <p>Motion: Dawn 2nd: Brook Motion: To change the AR to include the word Enrollment All in favor. Motion Approved.</p> <p>Motion: Dawn 2nd: Mike Motion: Add non-traditional to title, on overview take out extra language, un-bold</p>

	<p>Other edits to the AR to un-bold language on second page and spell out CLEP.</p> <p>Transfer of Credit: Discussion of what that title should be. Dawn added a paragraph that was listed on the Non-Traditional AR. She asked that the title be changed and the language be made clearer. Consensus was to have the title be Traditional and have it listed close to the Non-Traditional AR for reference. Also to have each of these reference each other. The title would be: Transfer of College-Level Credit. Add the transfer credit evaluation paragraph.</p>	<p>language on second page and spell out acronym CLEP. All in favor. Motion Approved.</p> <p>Motion: Dawn 2nd: Brook Motion: The title would be: Transfer of College-Level Credit. Add the transfer credit evaluation paragraph All in favor. Motion Approved.</p>
<p>2. Institutional Withdrawal - Dawn</p>	<p>Dawn: She had discussion with Lori about <u>Institutional Withdrawal</u>. Recommendation that faculty No Show students who don't show up the first week. Lori also recommended that we entertain developing an <u>Attendance Policy</u>. Brian asked if the recommendation was to change the current AR as it would conflict with the language that is in the current policy. It would have to be adjusted. Most schools have the "May" which is harder to enforce. Dawn suggested that the group consider it. Discussion about the number that are currently doing it, reasons why it would be good to have that kind of policy, challenges to doing it-what is the consequence for not following it. Brian suggested that it needs to be clearly communicated. As it is - it clearly states that it is the student's responsibility. The students only have until midnight on the first Thursday to do this. Question: Add a definition on the AR and add something in the overview about the student "drop" in the first week?? If it is left "may" and clarify the language to strongly encourage faculty to do it. Dawn suggested that it be broke down to (2) ARs. Discussion on how to clarify the language. To clarify "student" requirements and "faculty" requirements for <u>dropping</u> or <u>withdrawing</u> from class. Putting the language in the overview and adding a list of definitions. Brian and Dawn will work on dividing the two into separate ARs and bring it back to the group.</p>	<p>Brian and Dawn will work on dividing the two into separate ARs and bring it back to the group.</p>

	<p>Discussion about an attendance policy. Veteran’s policy was discussed. General samples were presented to the group for review. Suggested that Lori draft a policy to share for more discussion.</p>	
<p>3. Syllabus Guidelines – Mary & Dawn</p>	<p>Richard: Mary couldn’t attend but Richard has a statement to share with the group, along with the current syllabus checklist. Discussion about items on the checklist and wording of statements on back side of checklist. The AR should include the N.B. listed on the checklist. Notes were made on checklist to make updates. Decision to have the checklist revised to be more readable and create a list to accompany it.</p>	<p>Brian and Jensi will work on updating checklist. Brian will give revisions to Mary.</p>
<p>4. Subject Area Committees - Richard</p>	<p>Richard: Richard made updates. He shared it with IC at the last meeting. No objections were noted. The policy addresses what departments need to do. Agreed to move it forward.</p>	<p>Motion: Gwen 2nd: Mike Motion: To approve with the changes that were made of the Subject Area Committees. All in favor. Motion Approved.</p>
<p>5. Use & Sale of Instructor Authored Materials – Brook</p>	<p>Brook: Brook shared her draft of this AR. Minor changes were made. The draft will sent to Martha.</p>	<p>Motion: Brook 2nd: Gwen Motion: To approve the draft as amended. All in favor. Motion Approved.</p>
<p>6. Alternative Assignments – Gwen & Richard</p>	<p>Gwen: Shared draft that she created from information found at other colleges. The group reviewed & discussed items for revisions. Worked on clarifying language and making sure items are named correctly. Brian had a couple of suggestions. Notes were made on draft. Gwen will make updates to AR and send to Richard.</p>	<p>Motion: Brook 2nd: Mike Motion: Approve AR for Alternative Assignment with noted adjustments. All in favor. Motion Approved.</p> <p>Gwen will make updates to AR and send to</p>

		Richard. Brian and Jensi will work on drafting a request for an alternative assignment form to attach with the policy. Mike asked to do draft of the form.
7. Continuing Education Credits - Brook	Brook: To be reviewed next time.	
8. Other Standards to Address	Group: To be reviewed next time.	
Adjournment	Adjournment at 4:43 pm	

Next meeting: TBD – email options to Richard, he will come up with best possibilities and send out to members.