

**Academic Standards & Practices Committee
Meeting Minutes
April 8, 2013
2:30 – 4:30 pm Rm. 3.302**

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

Support Staff: Jensi Smith

Absent:

Guests: Brian Greene, CAO, Lori Ufford, CSSO

Facilitator – Richard Parker

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

1. Order 2:35 pm

ITEM	DISCUSSION	ACTION
OLD Business		
Approval of Minutes	<p>Minutes from 03-04-13</p> <p>Approval of Minutes: approve minutes as written</p>	<p>Motion: Brook 2nd: Eric Motion: All in favor. Minutes approved</p>
2. Academic Policy Handbook – Richard	<p>Richard: Richard discussed how the process would work. Do all items need to come to this group? Deciding what it the purview of this committee. There needs to be a process where these items are identified. There has been some confusion on where things are.</p>	<p>Motion: NA 2nd: Motion:</p>

<p>3. Academic Department Subject Area Committees – Richard & Brian Greene</p> <p>4. Continuing Education Credits - Brook</p>	<p>Richard: This group approved this in the past. Brian and Richard thought it would be a good idea to run past the Instructional Council before it is finalized. This is a big AR. This may need further review. Would like DCs to understand what all the items in the AR will mean. Wants the Department Chairs to understand that there will be work involved within the department.</p> <p>Brook presented draft of CEU. It will be updated to the new AR format. Brook will work with Jensi to update. Will bring back to group.</p>	<p>Motion: NA 2nd: Motion:</p> <p>Motion: NA 2nd: Motion:</p>
NEW Business—Short Announcements		
Meeting day & time for May & June – Richard	<p>Richard: Brook shared that it would be better for her to have meetings on Tuesdays or Thursdays. She will send out dates to everyone. If it doesn't work for everyone, the meeting will continue to be held on Monday.</p> <p>**Brook will leave the committee at the end of this year. Will need to have another full time faculty member to replace her. Richard will continue on the committee for another year, but he will not continue as chair. He would like to have someone to take over as chair while he is still on the committee.</p>	
AGENDA ITEMS		
1. Academic Integrity - Dawn	<p>Dawn: She cleaned up some of our policies. The Academic Integrity was updated to the AR format that was shared with the group. Discussion about where/who has authority for violations. Part of this is</p>	<p>Motion: Mike 2nd: Brook Motion: To approve the amended draft Academic Integrity AR</p>

	<p>Instruction, part Student Services. This is about the code of conduct of the student. It starts with the CAO for final decision, then goes to CSSO to handle the student discipline side of it. Discussion – it could be handled informally, but will still need to be documented with Student Services. Question if there is an Academic Dishonesty Report form? This form should be used to submit to Chief Student Services Officer, with a copy to the instructor’s supervisor. Notes were made on the draft for revisions.</p> <p>Dawn will make updates to draft and will bring back to group.</p>	<p>All in favor – motion approved</p>
<p>2. OP Academic Dishonesty and hearing procedure - Dawn</p>	<p>Dawn: Presented with draft of Academic Dishonesty. Notes were made to the drafts for revisions. There was clarification on some of the terminology. It was recommended that a section be added to the AR that spells out the consequences for violations. More discussion about the clarity of how it is enforced, how the process works.</p> <p>Dawn will make updates to draft and will bring back to group.</p>	<p>Motion: Mike 2nd: Brook Motion: Move to approve with amendments the draft OP – Academic Dishonesty & hearing procedure All in favor – motion approved</p>
<p>3. Termination of a Program - Dawn</p>	<p>Brian: Brian read from the draft AR. It was taken directly from the accreditation standard. The gist of the AR is that a program cannot be just cut off. It has to be taken out of the system in a thoughtful manner. Lori had recommendations for the language that will make it more defined. More discussion about what it takes to do that. A defined explanation of <i>suspended</i> or <i>eliminated</i>. More discussion about timelines and terminology. To keep with standards, a year’s notice is required for TEACH OUT. More discussion about what the standards have been, what information was received by Northwest, etc. – to be sure that all the correct language is included in the OP. Notes were made on the draft for amendments.</p>	<p>Motion: Brook 2nd: Eric Motion: Move to approve with amendments the draft AR – Termination of a Program All in favor – motion approved</p>
<p>4. Withdrawal from a class - Dawn</p>	<p>Dawn:</p>	<p>Motion: NA 2nd:</p>

	<p>Presented specific items on the AR. Noted that definitions had been added. More discussion about how the AR would work, a review of how it has been in the past, what the needs are to address student needs, financial aid requirements, how the process would work for instructors. Kella needs to be consulted. Lori spoke about the issue they have with some students being dropped from two classes but are not in two – the current way is messy. Notes were made for needed revisions.</p> <p>Dawn will make revisions and bring back to the group.</p>	<p>Motion:</p>
<p>5. Honor Roll & enrollment in Overlapping Courses - Richard</p>	<p>Richard:</p> <p>The Honor Roll standard had been approved in the past. It has been changed because the +/- . The Gorge Scholars Program will be set to align with the Honor Roll standard. Dawn addressed the ‘per term’ vs. accumulated. Discussion about the honor roll, Honors Reception – they could be separate things. Maybe the President’s List, Honor’s Reception policy could be changed? The Honor Roll AR could address the minimum number of credits and how the accumulation GPA would affect the Honor’s Reception. It was decided that the statement about the Honor’s Reception should be included in the Honor Roll AR.</p> <p><u>Overlapping Courses:</u> Discussion about possible changes or to have it stricken completely. If students are enrolled in more than one class at the same time, they need to get permission from the instructor whose class they are leaving early. Lori shared that it doesn’t happen a lot, but there are issues. She reviewed how the system is set up currently. Brian asked if the Rogue system was changed to not let them enroll in overlapping classes, would there be a way to override the system to allow it for students who have gotten the instructor’s</p>	<p>Motion: Brook 2nd: Eric Motion: Honor Roll -Move that the amendment to the Honor Roll AR include the Honor’s Reception, based on accumulated GPA</p> <p>Motion: Mary 2nd: Eric Motion: Overlapping Courses – move to strike Number 6 from the AR.</p>

	<p>permission? Lori will check into the system set up. It was noted that if the system is changed, it would be very beneficial if there was a way to make an exception. Also noted that there could be issues with prerequisites. There was discussion about striking it from the AR and only put exceptions in the OP. Richard will let Martha know that it is good to go, with #6 taken out.</p>	
<p>6. Possible ARs for online classes: Academic Integrity Statement - Eric</p>	<p>Eric: Question about backing up items for Online classes. Record's retention schedule should be consulted. There is nothing in the instructions for online courses that make it required. Do we need an AR that covers more than just online classes? Dawn has a book that is a guideline. If it is a state standard, it could just be referenced in the AR. Is this an AR or something that goes into the Faculty Handbook? Everyone needs to know that they need to do it. Discussion that there should be a way so that everyone knows what is required.</p> <p>Eric will consult with Paula Ascher and Brian will look at the state retention policies.</p> <p>Should there be some sort of Academic Integrity Statement for ONLINE students? Would it be something that student's would sign? Discussion – would it be its own policy or would it be under the overall AR for Academic Integrity?</p> <p>In the nursing program they have students sign their handbook, stating that they have read it.</p> <p>Lori shared that in individual classes it is their own prerogative. It would be difficult to enforce on a broader scale.</p>	<p>Motion: NA 2nd: Motion:</p>
<p>7. Completed ARs – Richard</p>	<p>Richard: He has been reviewing items to figure out where things are. He has things that were sent off that he isn't finding anywhere. He will work</p>	

	on re-sending, to make sure that we are all on the same page and things are on track. Brian shared that Richard & Jensi had put together a tracking table. Richard & Jensi will make sure it is updated and will put it in the shared drive so everyone can access it.	
8. Next standards to address - All	Group: Richard asked if anyone had anything they felt really needed to be put on the agenda to be addressed. Dawn will take a look at a couple of things that she may need to bring to the group. Any other issues that people want to discuss? None noted.	
Adjournment	Adjournment at 4:37 pm	

Next meeting: TBD – May 6, 2013 (Or it may change per Brook’s request to change to Tuesday or Thursday)