

Academic Standards & Practices Committee
Meeting Minutes
October 4, 2012
1:00 – 3:00 pm Rm. 3.301

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

Absent:

Facilitator – Richard Parker

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

| ITEM | DISCUSSION | ACTION |
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| OLD Business | | |
| NEW Business— Short Announcements | | |
| | <p><u>Introductions:</u></p> <p>Welcome staff support – Jensi Smith will be taking minutes.</p> | |
| | <p><u>Set meeting times/student member(see bottom discussion):</u></p> <p><u>Meeting Dates:</u> Thursday afternoons look best. Time: 2:30 – 4:30 pm. First week of the month. Jensi will book the room (hopefully 3.301)</p> <p>When asked Gwen shared that it would work with her schedule.</p> | Jensi will book the room |
| | <p><u>Updated Moodle page:</u></p> <p>Richard has made some adjustments; updated the Charter on the Moodle page. He will make further adjustments to fill in the gaps. The committee will review some of the information that was sent out during the summer.</p> | Richard will make adjustments to the Moodle page to fill in some of the gaps. |
| AGENDA ITEMS | | |
| 1 | <p><u>Completed standards formatted as Administrative Rules:</u></p> <p><u>Enrollment:</u> Dawn wrote the AR using the language decided on by the group. Admissions information was added to make it look like the others. Enrolled in overlapping courses are rolled into this AR. It addresses how the Adult Continuing Ed classes are listed. It also address enrollment in Adult Continuing Ed classes.</p> <p>#5 (Student must meet prerequisites for course and programs,</p> | |

as required) – would there be anything about prerequisite overrides? It is addressed in the AR.

Concern about the Adult Continuing Ed? There is more definition on the last page.

Everything that goes through this committee cannot be changed without it coming back through the committee. It has been identified as part of the process, with some (ARs) that have been submitted that will need to come back to be reviewed.

The final one will have the requirement about no changes easily identified.

Operational procedures will have to have all the Banner & ? (Rogue) language removed once we are accredited.

High school courses: Articulation of College Credit for High School Work (College Now-Dual Credit Program)

Last year the CAO was reviewing all the articulation agreements to sign them. Now they will all be signed by Dr. Toda. All the agreements will go through the procurement office. Kaylene Warner-Arnes may change it but for now it goes to Dr. Toda. We are going to leave it like this for now.

AR – Dual enrollment programs procedural AR may need to go through this committee. Dawn will check to see if this needs to be reviewed.

Articulation agreements are created by the college, not the high schools.

Everything has to be cross referenced with the Oregon Administrative Rules. There are new rules from the state that have been changed in the last couple of years. Mary will bring back more info at the next meeting about the details of the laws and articulation agreements.

Operational procedures will have to have all the Banner & ? (Rogue) language removed once we are accredited.

AR – Dual enrollment programs procedural AR may need to go through this committee. Dawn will check to see if this needs to be reviewed.

Mary will bring back more info about the changes to Oregon Administrative Rules to the next meeting - the details of the laws and articulation agreements.

Satisfactory Academic Progress:

We need to look at the procedures that go with satisfactory academic progress. (attachments)

#2- there is an issue with accountability. Lots of discussion has taken place. It has to do with keeping them in progress. –
Academic Warning – language may need to be looked at again.
Try to have Lori Ufford at the next meeting to clear up. She was the lead in getting this started. Tabled until Lori can help us.

Everyone should bring these ARs with them to the next meeting.

Note: There was a discussion on the status on the Foundations of Excellence. Last year’s review is being updated. Dr. Toda wanted to be associated with the Joan Gardner Institute so it went out to be revised. Will be talking more about as the year proceeds.

Transfer of Credit: Question regarding the grading – Is it a C or better to get a pass? D is not a pass. We currently operate on C or better for financial aid. Should the D be a pass?

The grading policy is on Martha’s desk along with *Instructor’s Qualifications*.

Moving towards accreditation without PCC – the discussion with the disengagement - all the CGCC credits will go into transfer credits. C or better is what we take.

Classes that students took here prior to accreditation will be transfer credits from PCC to CGCC. We would grandfather all the credits/grades in. Dawn will do some research to see what other schools have done. There will be an explanation on the transcript to explain this. Right now our students get a PCC transcript but they are our grades.

This discussion/process should come through this committee. The language about the grandfather clause should stay in the AR for now. This AR will come back to be reviewed.

Academic Integrity: The policy of student’s rights and responsibilities - this is a dually owned rule. The process goes through Academics but it is enforced by Student Services. A discussion has been taking place between Richard (chair) and

Look at names vs. titles to be placed on documents

Invite Lori Ufford to attend next meeting to discuss the language of the Academic Warning.

Everyone should bring the ARs that are being worked on to the next meeting.

Dawn will do some research to see what other schools have done when they received their own accreditation to address the transfer of credits.

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| | <p>CAO & CSSO. The procedure is mostly worked out on this one. It relates to the old board policy JFAA.</p> <p>The people who do the work create the operating procedures, but they should be reviewed by this committee.</p> <p><u>Credit Course Challenge Policy:</u></p> <p>This is different than a placement exam. Students may need to be enrolled in at least one course (establish some sort of student record) before they should be able to do a challenge for competency.</p> <p>It was noted that students do challenge (test) courses before they are enrolled currently.</p> <p>If they are in a limited entry program, this could be a placement issue. Only a select few courses are available to be challenged.</p> <p><u>Course Challenge for Competency:</u></p> <p>Check with Lori why statement #2(students must be currently registered in credit courses or have previously completed credit courses at CGCC in order to challenge a course. Students must have an established CGCC transcript.)</p> <p>Students must challenge either for credit or competency before they are in the course.</p> <p><u>Note: General Question for all Administrative Rules:</u> Should names be on the documents instead of just titles? On some of updated/completed documents there are names. Maybe that should be looked at.</p> | <p>Send Lori the statement (for #2) before the November meeting</p> |
| 2 | <p><u>Standards sent to CAO & CSSO for review:</u></p> <p><u>Advisory Committees</u></p> <p><u>Credit Guidelines</u></p> <p><u>Degrees and Certificate Substitution</u></p> <p><u>Experimental Courses</u></p> <p><u>Granting Degrees and Certificates</u></p> <p><u>Graduation Petition</u></p> <p><u>Related Instructions</u></p> | |

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| | <p>Review the ones that we are finished with and are good to go. They will all need to be gone over again once it comes back from Martha as an Administrative Rule. That way the committee is sure that it says what they meant it to say. Brian (CAO) and Lori (CSSO) provided feedback from discussions during the summer.</p> <p>Advisory Committees: Some of the language was questioned and/or reviewed. Maybe we should take out all the conditional language because these ARs will not go into effect until we are accredited. "May be" should be left instead of "are" because there are times when you are not able to get representation from every group.</p> <p>The capacity to have someone take minutes at all of the meetings is a bit of an issue. There is not enough support staff to take care of this for all committees.</p> <p>Mary will send exact wording to Richard. Committee members were in consensus of how it was read.</p> <p>General Note from Brian - CAO reviews and makes recommendations but does not necessarily "approve" standards developed by the Academic Standards & Practices Committee.</p> <p>Graduation Petition Policy: Dawn shared that our current standard is that they have to take at least 1 credit per year to stay within the old catalog. The new language standard changes it to if they are not enrolled for two consecutive terms they forfeit their right to go under the old catalog. This is something we should check with Lori about. Dawn will discuss this with Lori and hopefully Lori will be able to attend next month.</p> <p>Related Instruction: Does this template exist? Check with Susan Lewis about the Related Instruction Template to see if she has developed one or if one needs to be done.</p> | <p>Mary will send exact wording to Richard.</p> <p>Dawn will discuss the language with Lori.</p> <p>Check with Susan Lewis to see if the Related Instruction Template has been developed</p> |
| 3 | <p>Procedures/documents linked to standards:</p> <p>We talked about this a bit, but are going to skip over for now.</p> | |
| 4 | <p>Other items carried over from June meeting:</p> <p>Institutional withdrawal: This has been on hold per request from Karen. It will need to be revisited.</p> | <p>Revisit the Institutional Withdrawal</p> <p>Mary will bring a FOE recommendation for syllabi to the next meeting</p> |

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| | <p>FOE recommendations for syllabi: Mary will bring a recommendation about this to the next meeting.</p> <p>Draft student email standard: Eric drafted a policy that he will send to Richard to be reviewed next time.</p> <p>**Alternative assignments for students who miss items due to religious reasons. There has been a request for this committee to develop some sort of standard to address this.**</p> | <p>Eric will send Richard the draft email policy</p> <p>Revisit the request to establish a policy for students who miss assignments for religious reasons</p> |
| 5 | <p>Next standards to address/develop: Will nail this down at the next meeting.</p> | |
| 6 | <p>Student representation: We have tried to recruit for a number of years. It is always a bit of a challenge. Dawn has some work study students that she will check with. Richard will make up some flyers to try get some interest if Dawn is not able to find someone.</p> | <p>Dawn will check with work study students. Richard will make some flyers if work study students don't work out.</p> |
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Next meeting: November 1, 2012