

Academic Standards & Practices Committee
Meeting Minutes
November 1, 2012
2:30 – 4:30 pm Rm. 3.301

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

Support Staff: Jensi Smith

Facilitator – Richard Parker

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

1. Order 2:36 pm

ITEM	DISCUSSION	ACTION
OLD Business		
1.	<p><u>Minutes:</u></p> <p>Members reviewed meeting minutes from 10-04-12.</p> <p><u>Administrative Rules approved by the committee and returned to Martha Dell:</u></p> <p>Many of the ARs & OPs are in process. Some of them are the same as those from PCC. Some of the ones that are setting are ones that have some changes to what is in the PCC standards. It just needs to be sorted out. They will go through the approval process and be shelved until they go into practice after accreditation. Richard will be working with Brian Greene (CAO) to make adjustments that are related to Instruction. Dawn has been working through many of the ones that are related to Student Services. Some of the work that needs to be done is to find and make decisions on the ones that are different.</p> <p><u>Transfer of Credit:</u> <u>Enrollment Standards:</u> <u>Credit Course Challenge:</u></p>	<p>Motion: Mary Kramer motioned to approve minutes as submitted. 2nd: Eric Greene No abstentions Motion Passed unanimously</p>
2.	<p><u>Revised standards sent to Martha Dell:</u> <u>Granting Degree and Certificates:</u> <u>Advisory Committee:</u> <u>Degree and Certificate Substitution Standards :</u></p>	

3.	<p><u>Moodle page updates:</u> Richard hasn't done this as he needs to sort some of the other items before he can do this work.</p>	
NEW Business— Short Announcements		
	<p><u>Welcome new student representatives:</u> No representatives were able to attend today's meeting.</p>	
	<p><u>PCC Academic Standards & Practices:</u> Richard has been watching the status of PCC's committee. They have changed their name again to Academic Standards & Policies Committee. This group cannot be called a "Policy" committee, so no name change.</p>	
AGENDA ITEMS		
1	<p style="text-align: center;"><u>Administrative Rules with Questions:</u></p> <p>Some more work is being done on the following items:</p> <p><u>Articulation of Credit for High School Work:</u></p> <p>There are components from both Student Services (SS) and Instruction. The articulation agreement does not need to have much change. There are some new standards but they don't have a huge impact. The only language is that the Articulation Agreements are now being signed by the President instead of the Chief Academic Officer (CAO). This is the only change to the wording that will need to happen to meet the standard. It can move along.</p> <p><u>Satisfactory Academic Progress:</u></p> <p>The AR is in. Lori is working on the OP. SS tries to do what is best academically before financial aid is addressed. Lori will be attending a Financial Aid conference in early December and would be able to address more completely following that conference.</p> <p><u>Course Challenge for Competency:</u></p> <p>The guidance from Lori Ufford on this was that the policy can be clarified with less language: Challenge for <u>credit</u> would have guidelines that states the student has to have academic record (transcript) with the college, but not if the challenge is for <u>competency</u>.</p> <p>If the student is currently <u>registered</u> for the class they can challenge the course for <u>credit</u>, even if they are a new student, as long as they are registered. It is different if it is for <u>competency</u>.</p> <p>For competency - section #2 will be deleted. Richard will make that change and forward on to Martha.</p>	

Academic Integrity (Hearing Procedure):

We have it documented in our catalog and schedule. Dawn will forward the hearing procedure to members of the committee. It will need to be referenced in the AR.

****Graduation Policy:**

→ If students take at least 1 credit per year they could stay with the old catalog. (Old standard language)

→ If student misses two consecutive terms, they would have to qualify under the newer catalog standards. (New standard language)

Suggestion to change language to: **If a student is enrolled for at least two terms in an academic year, they could stay under the older catalog when they re-enroll.**

2

Revised Standards for Approval:

Experimental Courses:

This is one of the items that need to be addressed in connection with the Curriculum Committee (CC).

Related Instruction:

This one has come up again. Will need to be reviewed and addressed.

****Repeatability of courses:**

This is another issue that we will have to face. The group at PCC has taken a different approach to these courses. They have set the standard that there has to be some kind of changes to the course, some sort of progression for the student to be able to take the course again for credit.

We currently have a standard that most of the Art classes can be repeated for credit. They are the same number, but the curriculum is different. There are other classes that allow the student to take it again for credit. PE is another class that can be taken multiple times here.

Credit Guidelines:

This is regarding the evaluation of credit. Brian had noted that it is not the CAO but the CC that has the final approval. The new language will state that review will be by the CAO and the final approval will be by the Curriculum Committee. Will ask CC at joint meeting what the most appropriate wording should be?

3	<p><u>Draft student e-mail standard:</u></p> <p>Members read the draft of the proposed policy. A procedure is needed to attach to the Policy. The suggestion that came up before was to require students <u>and</u> instructors to use their CGCC email. Dawn read the language from the current catalog. It is more of an explanation than a set standard that is being enforced. There was a discussion about what members would like the AR to state. In the nursing department, the students have to use their CGCC account to get info, grades, etc. It would be good to tighten up the current standard. Dawn will bring the group the responses she received from other colleges for them to review. More discussion to come to resolve the issue and set the standard/AR.</p>	
4	<p><u>FOE recommendations for syllabi:</u></p> <p>Mary brought in the recommendations that came out of the FOE meetings. She referenced the following items:</p> <ul style="list-style-type: none"> • Standardized format for course syllabi • Tutoring & PASS info on syllabi • Course syllabi available online <p>Suggestions: Simplify the checklist, a review process, look at the current checklist to make revisions (the current one is PCCs). Mary will bring the Dual Credit Standards and Dawn will bring her registrars' handbook for reference next time.</p>	
5	<p style="text-align: center;"><u>Next standards to address:</u></p> <p><u>1.Syllabus – Credit Course overview:</u></p> <p>Mary and Dawn</p> <p><u>2.Credit for Prior Learning:</u></p> <p>Dawn</p> <p><u>3.Academic Departments/ Subject Area Committees:</u></p> <p>Richard & Eric</p> <p><u>4.Non-traditional Credit:</u></p> <p>Dawn</p> <p><u>5. Use & sale of Instructor-authored materials:</u></p> <p>Brook</p> <p><u>6. Alternative assignments for religious reasons:</u></p>	

	<p>Gwen</p> <p>7. Continuing education units:</p> <p>Richard printed this one out for all committee members. Would like all to assess. COCC, PCC, Lane all have good standards to read and follow. Mike will look at PCCs. Brook will take a look at COCCs.</p>	
6	<p>Dec. joint meeting with Curriculum Committee:</p> <p>The Curriculum Committee meeting is December 11th. Richard asked that if members we able, please attend. He would still like to have a short meeting on December 6th - to prepare for joint meeting and to get some things done.</p>	
7. Adjournment	<p>Adjournment at 4:33 pm</p>	

Next meeting: December 6, 2012