

**Academic Standards & Practices Committee  
Meeting Minutes  
June 3, 2013  
2:30 – 4:30 pm Rm. 3.202**

**In Attendance:** Brook Maurer, Mary Kramer, Mike Taphouse, Dawn Sallee-Justesen,

**Support Staff:** Jensi Smith

**Absent:** Eric Greene, Gwen Johnston, Richard Parker, Chair

**Guests:** Brian Greene, CAO

**Facilitator – Richard Parker**

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

**1. Order 2:43 pm**

ITEM	DISCUSSION	ACTION
<b>OLD Business</b>		
<b>1. Approval of Minutes</b>	<p><b>Minutes from 05-06-13</b></p> <p><b>Approval of Minutes:</b> <b>Motion: To accept minutes as written</b></p>	<p><b>Motion:</b> Mike <b>2<sup>nd</sup>:</b> Mary <b>Motion: All in favor. Minutes approved</b></p>
<b>2. Election of New Chair - Brook</b>	<p><b>Brook:</b> The new chair would work with Richard for a term. Everything is pretty up in the air. The concern is having enough faculty people to take on the role. It really needs to be a faculty person to take on the chair position. Maybe look at Gwen’s schedule to see if it could be worked around or look at Jennifer Stager to join the committee. Question about what to do in the fall. Brook said she would be willing</p>	<p><b>Motion:</b> NA <b>2<sup>nd</sup>:</b> <b>Motion:</b></p>

	to help Richard in working with the new person. She would be willing to come back in the fall to be on the committee and/or chair if need be, for a short time.	
<b>NEW Business—Short Announcements</b>		
<b>AGENDA ITEMS</b>		
<b>Recruitment of New Full-time Faculty Member - Brook</b>	<p><b>Brook:</b> There are potentially two full time faculty members that might be able to join. There is also the potential of the two <u>new</u> full time faculty, ones that are in the hiring process. Brook with check with Dan Ropek to see if he has recommendations for someone from his department. Brian will check again with the IC.</p>	<p><b>Motion:</b> NA <b>2<sup>nd</sup>:</b> <b>Motion:</b></p>
<b>Retention of Student Work Guidelines - Eric</b>	<p><b>Brian:</b> Brian reviewed what he received from Eric. Brian - the decision for the group is <u>what</u> needs to be kept, with <u>where</u> being secondary. The records have to be kept for 10 years. The student course work has to be kept one term past the end of the term. Student work retention OAR is a very large document. We could use PCCs to build a table or matrix for ourselves. Brian suggested that maybe we pull out a section to make it clear that student work needs to be saved for that minimum term. Dawn shared that she will be working on this, maybe getting to it by fall. Consensus was that there should be something in the faculty section just to be certain that they are aware of the standard.</p> <p>Dawn will be the lead to work on it with a faculty member in the fall. – Keep student work for 1 term beyond term they attend.</p>	<p><b>Motion:</b> NA <b>2<sup>nd</sup>:</b> <b>Motion:</b></p>
<b>Embedded Instruction</b>	<p><b>Mary:</b> The decision was made with the curriculum committee, it has become very complicated. Mary talked with Susan Lewis, she had suggested that we use PCCs information. Mary would like the group</p>	<p><b>Motion:</b> NA <b>2<sup>nd</sup>:</b> <b>Motion:</b></p>

	<p>to read through it to see if there was anything that doesn't fit us. Brian also suggested that it might be good to get it up at the top of the document that <u>this practice would be discouraged</u>. Some discussion about language stating it might be better to only have it in the limited entry programs.</p> <p>Mary will clean it up over the summer and bring back to review. She will run it by Doris and Susan Lewis for their input.</p>	
<p><b>Alternative Assignment Request Form - Brian</b></p>	<p><b>Brian:</b></p> <p>Mike shared the draft form with the group. Brian shared some suggestions on revisions. Preamble has the word regarding in twice. Discussion about the flow of the process. When things go to whom. Wondering if Student Service needed to be in the loop? It was decided that they would be the ones to keep it as a record, in case there was some sort of disagreement. The student would take it to the faculty member. The faculty member would then take it to Student Service and give the student a copy. It would be scanned into the student's record. It is documented on the syllabus content checklist that students must be made aware that they have one week from the start of the term to make the instructor aware of an occurrence where they would need this.</p> <p>It was also suggested that this is something that we should look at providing when students register for classes. There will be a matrix of changes that will go to students and staff in the fall. These types of changes will be included.</p> <p>Mike made changes to the document. The next steps will be to run it through Robb in HR.</p> <p>**Grading Guideline update: Brian was curious if there was any new information on this one? He shared that there might be some new recommendations from Student Services. He also shared that if there was going to be a change to this policy, it would need to come back</p>	<p><b>Motion:</b> NA  <b>2<sup>nd</sup>:</b>  <b>Motion:</b></p>

	to this group before it could be changed.	
<b>Adjournment</b>	<b>Adjournment at 3:32 pm</b>	

**Next meeting: TBD**