

**Academic Standards & Practices Committee
Meeting Minutes
February 20, 2014
2:30 – 4:30 pm Rm. 3.301**

In Attendance: Mary Kramer, Mike Taphouse, Gwen Johnston, Emilie Miller, Dawn Sallee-Justesen, Eric Greene

Support Staff: Jensi Smith

Absent:

Guests:

Facilitator – Mary Kramer (Acting Chair)

1. Order 2:34 pm

ITEM	DISCUSSION	ACTION
OLD Business		
Approval of Minutes	<p>Asked group to review minutes.</p> <p>Motion: Approve the minutes as amended.</p>	<p>Motion: Mike 2nd: Gwen Action: Minutes Approved</p>
	<p>Mary: Mary shared a draft document of items that have been completed and items that may need to be addressed. There was a discussion on recruiting a new faculty member and the future of the chair position. Dawn shared that she has a matrix that has the status of items that have been through this committee. It was updated for accreditation. She will look to see what might need to be added. Dawn shared that she hasn't updated since August, but it should be fairly current. She recommended that the committee review the list and make</p>	<p>Motion: N/A 2nd: Action:</p>

	<p>decisions on what needs to be worked on. Discussion on how to organize the document so updates can be noted. Mary and Dawn will get together to finalize the list of needs.</p> <p>There was some discussion on when the group could meet after Winter term. It was decided that the meeting would be held on the 3rd Thursday of the month for spring term as well.</p> <p>Dawn suggested that one of the items to discuss is our process and how items are reviewed. She also shared that we might want to give the community an opportunity to provide feedback. Jensi will update the ASPC webpage to show the schedule for the rest of the year.</p> <p>Emilie shared that Kevin McCabe would be willing to participate on the committee.</p> <p>Dawn noted that the committee has done a lot of work in the last few years so if there were some slow down on the work for this year, it would still be okay.</p> <p>Eric noted that there needs to be a policy on how student work is kept. He thinks there needs to be a standard, particularly with the online classes. Wondering if IT could archive stuff that is in that Moodle's folder. Discussion on the new Moodle system could have it there. Dawn will talk to Mary Martin, as she works with Rob on Moodle issues.</p>	
Adjournment	Adjournment at 3:09 pm	

Next meeting: March 20, 2014