

**Academic Standards & Practices Committee
Meeting Minutes
October 17, 2013
2:00 – 4:00 pm Rm. 3.328**

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

Support Staff: Jensi Smith

Absent:

Guests: Lori Ufford

Facilitator – Richard Parker

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

- 1. **Order 2:02 pm**

ITEM	DISCUSSION	ACTION
OLD Business		
1. Approval of Minutes	<p>Minutes from 06-03-13</p> <p>Approval of Minutes: Motion: To accept minutes as written</p>	<p>Motion: Dawn 2nd: Mike Motion: 5 in favor. 3 abstentions Minutes approved</p>
2. Retention of Student Work Guidelines - Dawn	<p>Dawn: The information in the national standards and OARs – set out for review the things that faculty would be working on. Dawn shared a copy with the group - the definition of those types of documents. This info should be kept for a term past the class. The grade records</p>	<p>Motion: N/A 2nd: Motion:</p>

	<p>are another set of information – these need to be kept for two years. Eric shared that there should be something written that states that these records should be destroyed after the two years. Dawn suggested that the AR & OP be broken into chunks. This group would work on putting together a draft, maybe by next spring.</p> <p>Richard shared that this year would be the time to get things wrapped up and then look at the end of the year of creating a schedule for review of items that have been completed and approved.</p> <p>Dawn suggested that we look at developing a process for how items are brought through for revisions or updates.</p>	
3. Related / Embedded Instruction – Mary	<p>Mary: Mary shared that Susan Lewis had recommended that we adopt what PCC has used. The preference was to try to stay away from embedded instruction, but because of the nursing department’s courses that have embedded instruction; we will need to have it. Mary has not updated the document. Mary will talk with Susan Lewis again and work on it. Susan has had some further conversations with Martha Dell and may have more current information. There was discussion of what embedded instruction is.</p>	<p>Motion: N/A 2nd: Motion:</p>
NEW Business—Short Announcements		
Welcome new committee member – Richard	<p>Richard: Richard welcomed Emilie to the committee.</p>	
AGENDA ITEMS		
Meeting Day / Time - Richard	<p>Richard: Asked if Thursday’s work? It will if it is after 2:00, as Gwen has clinicals until 2:00 pm. For the next two meetings they will be from 2:30 – 4:30 pm on November 21st & December 12th.</p>	<p>Motion: N/A 2nd: Motion:</p>
Recruit Student Member - Richard	<p>Richard: Richard reminded the group that we need to work on recruiting a student to the committee. The committee went all of last year</p>	<p>Motion: N/A 2nd: Motion:</p>

	<p>without one, but should work on getting a student to join for this year.</p> <p>Mike will work on getting a student involved.</p> <p>Lori – would it make more sense to hold a student focus group on particular items instead of having a student actually participate at the monthly meetings? Having a focus group would honor the students time. The discussions could be on items that are of interest to students. If the group would like to do this, the charter will need to be changed. The consensus was that the student participation would be better with a focus group vs. attending meetings. Maybe bribe them with food? Call it a Round table instead of a focus group. Also give them an opportunity to send an email if they did not want to share something publicly, if a student wanted confidentiality. This could be a baby step in getting more student involvement, in creating a culture of student involvement in decision making process.</p>	
<p>Update Moodle page - Richard</p>	<p>Richard: Richard has set up the new Moodle site with folders to organize what has been completed and posted on the website; items that have been through the committee but haven't completed the approval process and posted; items that still need to be reviewed and worked on. All faculty have been granted permission to upload to this site. When Richard leaves, the administrator privileges will need to be transferred to another member of the committee. Richard reviewed AR/OPs on the site.</p> <p>Some items that were discussed:</p> <ul style="list-style-type: none"> • Termination of a program (Teachout): This has been reviewed by Susan Lewis and the Curriculum committee. It should be ready to bring back to ASPC for review. • Grade Challenge Request form: Dawn said this on is done. 	<p>Motion: N/A 2nd: Motion:</p>

Grading guidelines – CIP (Course in Progress) - Dawn	<p>Dawn: The CIP isn't in the transcript symbols. Dawn is requesting that it be included. Richard suggested that it be added back in.</p>	<p>Motion: N/A 2nd: Motion:</p>
Grading Guidelines	<p>Mary/All: Richard shared that this is going to be a big one. Richard deferred to the Student Services reps to discuss. Lori shared that it was decided to do the +/- grading. This impacts many things. The registrar has to transcript all these things. This was delayed a year, to be re-evaluate that this is where we need to go. Dawn is getting ready to do a transcript key. If this is where we want to go, it would need to be updated next year. How are we going to communicate it now so that everyone is on board, things are dialed in, etc.? Is this the direction, with all of the things that will be impacted, where we want to go with the college as a whole?</p> <p>Richard shared that most CC don't have +/- grading. Are we doing students justice to not let them know that they are a C+ / B- student. There needs to be a discussion with faculty to see where the majority of the colleagues are. Richard suggested that the group should think about their own experience as teachers.</p> <p>What is the definition of +/- is when deciding if students have met outcomes? Lori would like some faculty focus groups, talk with students & faculty from other institutions. Maybe just slow it down and take another year to be very thoughtful about this. It can also impact financial aid.</p> <p>Lori is asking the group to take some time and do some research on this before a decision is made. Richard shared that he would look to see what research has been done, statistical data that might be available. Richard shared that most of the public universities are about 50%. Lori asked if she and Dawn could work on a timeline for</p>	<p>Motion: N/A 2nd: Motion:</p>

	<p>items related to this to be set up.</p> <p>Dawn shared that the AR is four/five pages. She is going to continue with the other items, not related to the +/-.</p>	
Completed ARs	<p>Richard: He shared these with the group on Moodle/college website</p>	<p>Motion: N/A 2nd: Motion:</p>
Pending ARs	<p>Richard: Repeatability is another big item. It will need to be addressed by the Curriculum Committee too. This will need a lot of research. Having course numbers changed (ECE, ART, PE) have helped with this. Financial aid is impacted when a course is taken more than once. FA is only available once if a student passes the course. The course has to be numbered differently for FA to be available to take the course again.</p>	<p>Motion: N/A 2nd: Motion:</p>
Next ARs to work on - All	<p>All: Mary asked if there were any items that PCC's ASPC was working on that we should address. Richard shared that it had been reviewed and we were pretty well on track. We have those items on the completed or to do lists.</p>	<p>Motion: N/A 2nd: Motion:</p>
Adjournment	<p>Adjournment at 3:26 pm</p>	<p>Motion: N/A 2nd: Motion:</p>

Next meeting: November 21st