



Academic Standards Committee
February 26, 2004
Meeting Notes

Members Present: Pat Ellsberg, Kathy Mauser, Loren McNair, Lenore Vest, Carl Roush, Don Correll (Chair), Butch Henderson, Andrea Daniels (ASLCC), Mary Harding and Sandie St. Onge (Secretary)

Members Not Present: David Liu, Carolyn Norred and Jerry Zimmerman

Guests: Stephanie Logan and Don Derkacht

The meeting was convened at 3:34 PM on Thursday, February 26 in ADC 141 by Chairperson Don Correll.

Agenda Items:

1. **Meeting notes from November 13, 2003** – A motion was made to accept the notes as written. The motion was seconded and approved.
2. **Review Operational Guidelines Revisions** – Don requested members to point out any errors in the draft ASC Operational Guidelines as revised so they could be placed on our website as soon as possible.

A cross-reference to *faculty rights* as listed on page 7 needs to be included on page 12 under *voting* and the *article 300* reference on page 7 needs to be removed as it is possible that number could change in the future.

Further comments regarding errors or clarifications from your department should be sent to Don, Mary and Sandie by March 15.

3. **SB 5135 – College Student Progress Policy Guidelines** - Mary explained the *lingering student legislation* and provided copies of the procedures that are filed in her office. This policy is limited to degree and certificate seeking students. Therefore, life-long casual learners are not affected. Mary requested support of the Academic Standards Committee and inclusion of a statement in the ASC Operational Guidelines. She also intends to include a statement in the catalog and student handbook. Students will be informed of this policy at all student orientations.

It was recommended that an additional statement be added stating that appeals to actions taken based on this policy may be made through usual procedures of the Academic Standards Committee. The policy statement as modified will be added to our ASC Operational Guidelines.

4. **“X” Grade** –Mary informed the committee that she would make the “X” grade happen if the grade forgiveness policy is approved.
5. **Last Day to Withdraw** – Mary explained to the committee the reasons behind her request to change the last day to withdraw from the end of the seventh week of instruction to the end of the eight week of instruction.
6. **On-line Administrative Policies** – Don presented a list of on-line administrative policies that are not current. This may create problems as we move forward with updated and new policies that do not seem to be in compliance. He will forward the complete list to Linda Peck for inclusion in the policy update process she is currently undertaking.

The meeting was adjourned at 4:14 PM. The next meeting of the Academic Standards Committee is scheduled for Thursday, May 20 at 3:30 PM in ADC 141. Members will be sent a meeting reminder and agenda or notice of cancellation prior to that scheduled meeting.