



Academic Standards Committee  
Thursday, October 7, 2004  
Meeting Notes

**Members Present:** Harry Blair, Don Correll (Chair), Pat Ellsburg, Joe Green, Kathy Mauser, Loren McNair, Carl Roush, Bethany Smith (ASLCC Representative), and Sandie St. Onge (Secretary)

**Members Not Present:** Mary Harding

**Guests:** Rick Atkins, Joan Herman, Armando Herbelin, Klint Hull, Louis LaPierre, and Kit Wilson

The meeting was convened by the 2003-04 chairperson, Don Correll at 3:48 PM on Thursday, October 07, 2004 in ADC 141. A quorum was present and Don Correll was unanimously re-elected as chairperson for the 2004-05 academic year.

**Agenda Items:**

1. Don Correll explained the **purpose of the Academic Standards Committee**, reviewed several changes that were approved last year through the efforts of the Academic Standards Committee and briefly touched on the following:
  - Academic Warning, Suspension and Reinstatement
  - Capstone Prerequisites and Waivers
  - Grade Changes
  - Grade Forgiveness
  - Incompletes and Incomplete Removals
  - Last Day to Withdraw and Late Withdraws
  - Retaking a Course
  - Student Academic Grievance Policy & Procedure
  - Student Rights, Responsibilities, and Academic Integrity

Don then opened the floor for questions from the new members and guests. A question was raised as to a written process for faculty to follow in cases where the academic integrity of a student is at issue. Although the college has clearly defined policies regarding plagiarism, cheating and fabrication, and consequences/sanctions, which can be found in several places, including our internal web page, the *Student Handbook*, and the *Academic Standards Committee Operational Guidelines*, faculty would like the process delineated for them to follow when they are dealing with such issues.

It was suggested that new faculty be included in the first meeting of the Academic Standards Committee each year, as another way to share valuable information regarding academic standards on campus. New members and guests were offered hard copies of the *Academic Standards Committee Operational Guidelines*, which is also available on our internal web page.

2. Quarterly **meeting dates** were set for winter and spring 2005. To accommodate the block schedule change winter 2005, it was suggested that our meetings be held on the third Wednesday at 3:30 PM in ADC 141. Meeting dates were scheduled for February 16 and May 18. Members will be notified if special meetings are scheduled to handle student academic grievances. Don reminded members that although department representative substitutes may attend meetings, in cases of student academic grievance the same department representative must sit through the full grievance process.

The meeting was adjourned at 4:15 PM. The next meeting of the Academic Standards Committee was scheduled for Wednesday, February 16, 2005 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.