



Academic Standards Committee  
Tuesday, November 7, 2006  
Meeting Notes

**Members Present:**

Harry Blair, Don Correll (Chair), Pat Ellsburg, Joe Green, Mary Harding, Butch Henderson, Joan Herman, Tamara Norton, Loren McNair, Jonathan Mintz (ASLCC), Carl Roush, and Sandie St. Onge (Secretary)

**Guests Present** (and department):

Kathy Stafford/Nursing, Randy Byrum/Welding, and Colleen Lemhouse/Early Childhood Education

Don Correll, 2005-06 ASC chair, convened the meeting at 3:45 PM on Tuesday, November 7, 2006 in ADC 141.

**Agenda Items:**

1. Introduce members and guests – Members and guests introduced themselves and indicated the department they represent.
2. Elect Chair for 2006-07 – It was moved, seconded and unanimously approved to have Don continue as chair for this committee in 2006-07.
3. Explain purpose of committee for new members and guests in attendance – Don explained that the purpose of this committee, which reports to the Student Services Council on academic matters, is to make recommendations for changes in academic policy, and serves as the body which hears and acts upon student appeals and grievance of an academic nature.
4. Provide & discuss Operational Guidelines – <http://lcc.ctc.edu/info/policies/academicstandards-operationmanual.pdf> Updated copies of the ASC Operational Guidelines were distributed and then Don briefly explained the following:
  - Capstone requirements
  - Faculty initiated withdraws during the first week of instruction
  - Grade forgiveness
  - Incomplete grade assignment/requirements for removal and removal of incomplete grades (there is no “automatic F” assigned, but faculty may assign an “F” if requirements are not met by the timeline specified)
  - Retake policy
  - Student initiated grade changes (these are not approved)
  - Student withdraw deadline is the last class day of the eighth week of instruction

Don also discussed the need for all faculty members to create a clear syllabus that is provided to students on the first day of class to avoid the need for students to file academic grievances based what they believe are unclear or arbitrary grading procedures. Don provided samples of a good syllabus, which should include:

- Plagiarism Policy – this is easily accommodated by referring to the Student Handbook
  - Grading Policy
    - Do you assign straight A, B, C, etc. grades
    - Do you assign “-” and “+” grades
    - Do you grade on the curve
    - Do you assign grades based on % of possible points earned and if so what % equals what grade
  - Disclaimer – something to the effect “Although this syllabus was correct at the time of printing, it is subject to change as conditions warrant.”
5. Discuss the Natural Sciences Distribution List. Specifically “No more than 5 credits from Mathematics, Computer Information Systems, and Engineering.” What does this mean? *Mary Harding will follow through on this with the Registration Office, as the intent is to indicate that no more than five combined credits from the three areas may be used.* It was also suggested that all old forms with this confusing wording be destroyed.
  6. Confirm quarterly meeting dates and times for Winter and Spring 2007 – If there is a need for the winter meeting, it will be held on Tuesday, February 13 at 3:45. The spring meeting was scheduled for Tuesday, May 15 at 3:45 and the time will be used to review the ASC Operational Guidelines for any needed updates.

The meeting was adjourned at 4:07 PM.

The next meeting of the Academic Standards Committee is scheduled for Tuesday, February 13 at 3:45 in ADC 141. Members will be sent a meeting reminder and agenda or notice of cancellation prior to that scheduled meeting.

Guests and their respective Deans will be sent a copy of the meeting minutes for verification of their attendance at the meeting today. Questions regarding grading or graduation may be directed to Mary Harding or Lynn Lawrence.