



Academic Standards Committee
October 31, 2007
Meeting Notes

The fall meeting of the Academic Standards Committee convened at 3:35 on Wednesday, October 31, 2007 in the IOB Conference Room.

Members Present: Jonathan Mintz (ASLCC), Harry Blair, Don Correll (Chair), Mary Harding, Butch Henderson, Kathy Stafford, and Sandie St. Onge (Secretary)

Members Not Present: Pat Ellsburg, Joan Herman, Joe Green, Kam Todd, and Carl Roush

Guests: Cary Rhode, Tim Allwine, and Annette Ward

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 Correll continue as chair for this committee in 2007-2008.
3. Confirm quarterly meeting dates and times for Winter and Spring 2008 – If there is a need for future meetings, they will be held on the second Wednesdays of February and May at 3:30. Members will be sent a meeting reminder and agenda or notice of cancellation prior to each scheduled meeting. The committee made tentative plans to meet on February 13 to discuss possible changes to the Grade Forgiveness policy. Mary Harding will provide a copy of the current policy to Don. The spring meeting date is tentatively set for May 14.
4. Provide orientation for new members and probationary faculty – Don Correll provided a brief description of the duties of the Academic Standards Committee (ASC) and indicated that the ASC Operational Guidelines are available on our internal website at – <http://lcc.ctc.edu/info/policies/academicstandards-operationmanual.pdf>. He briefly explained the following items from the ASC guidelines:
 - DTA Capstone Requirements – page 12
 - Retake Policy – page 14
 - Grade Forgiveness – page 16
 - Student initiated grade changes (these are not approved)
 - Faculty initiated Grade Changes – page 16
 - 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) – page 18
 - Faculty initiated Withdraws during the first week of instruction – page 32

- Student withdraw deadline is the last class day of the eighth week of instruction – page 33

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 indicated that a good syllabus, which should include:

- Plagiarism Policy – this is easily accommodated by referring to the Student Handbook
- Grading Policy
- How you assign grades
 - 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.”
- It is appropriate to reissue your syllabus if there are major changes made during the course of the quarter.

The next meeting of the Academic Standards Committee is scheduled for Tuesday, February 13 at 3:30 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. Meeting minutes are also available on our internal website at: <http://lcc.ctc.edu/info/minutes/>.