



Academic Standards Committee
November 12, 2009

Members Present: Alina Nestjorkina (ASLCC), Dennis Shaw, Don Correll, George Henderson, Harry Blair, Kathy Stafford, Louise Emerson, Mary Harding, Peter Livins, and Sandie St. Onge (Secretary)

Members Not Present: Randy Byrum, Pat Ellsberg

Guests: Sue Yarbrough, Dale Groff

2008-09 Chair, Don Correll, convened the meeting at 4:00 p.m. on November 12, 2009 in ADC 141.

Agenda Items:

- Introduction of new members and guests
Members introduced themselves and identified the department they are representing. Guests introduced themselves and identified the departments to which they are assigned.
- Elect Chair for 2009-2010
It was moved, seconded, and unanimously approved to have Don Correll serve as the chair for this committee in 2009-2010.
- Confirm meeting dates and times for Winter and Spring 2010 – The previously suggested meeting dates for winter and spring quarter, February 11 & May 13, were approved by those present. We will try to meet at 4:00 p.m. in ADC 141.
- Provide orientation for new members and probationary faculty in attendance. Don discussed the following items of general interest and importance from the Academic Standards Committee Operational Guidelines.
 1. Academic Standards Committee purpose and duties – page 7
 2. DTA Capstone Requirements – page 12
 3. Retake Policy – page 14
 4. Grade Forgiveness – page 16
 5. Student initiated Grade Changes (these are not approved)
 6. Faculty initiated Grade Changes – page 16
 7. Incomplete Grade assignments/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
 8. Faculty initiated Withdraws during the first week of instruction – page 32
 9. Student withdraw deadline is the last class day of the eighth week of instruction – page 33
- Committee to review Guidelines – Louise and Kathy will meet with David Cordero, the guideline review committee from last year, and will bring forward any revisions they believe necessary to the current Guidelines for review at the February 11 meeting. Sandie is working to update all the policy number references.

- Syllabus discussion – Don quickly reviewed the need for a good syllabus and committee members encouraged the sharing of this information with all faculty. As most student academic grievances are based on unclear or arbitrary grading procedures, all faculty members should create and provide a clear syllabus on the first day of class. A good syllabus includes:
 1. Plagiarism Policy - simply refer to the Student Handbook
 2. Grading Policy
 3. How you assign grades
 - Do you assign straight A, B, C grades?
 - Do you assign “-” and “+” grades?
 - Do you grade on the curve
 - Do you assign grades based on a % of possible points earned? If so, what % equals what grade?
 4. Disclaimer – something to the effect “Although this syllabus was correct at the time of printing, it is subject to change or correction as conditions warrant.”
 5. It is appropriate to reissue your syllabus if there are major changes made during the course of the quarter.

- Other discussion –
 1. Plagiarism Sanctions may include:
 - a. A failing grade for an individual project/test/paper
 - b. A failing grade for the course
 - c. Dismissal from a College program
 - d. Suspension or dismissal from the College
 - e. Placement of a notation on the student’s permanent record regarding the specific disciplinary action taken
 2. Grievance meetings attendance is an obligation of Academic Standards Committee members. If you are not able to attend all the scheduled grievance meetings for any given student academic grievance, a surrogate from your department who can attend all the scheduled grievance meetings must be arranged.

The meeting was adjourned at 4:20 p.m.

The next meeting of the Academic Standards Committee was scheduled for February 11, 2010 at 4:00 in ADC 141. The initial agenda is to review proposed updates to the Academic Standards Committee Operational Guidelines. Members will be sent a meeting reminder and agenda or notice of cancellation prior to that scheduled meeting.