



Academic Standards Committee
November 29, 2010
Meeting Notes

Members Present: Rick Atkins, Patrick Boerner, Don Correll (Chair), Louise Emerson, Peter Livins, Lisa Matye Edwards, Dennis Shaw, Jim Stanley, and Rick Swee

Members Not Present: Kathy Stafford, ASLCC Representative, and Sandie St. Onge (Secretary)

Guests: Connie Ramos, Katrina Fuller, Brad Benjamin

After several attempts and a snow delay, the Academic Standards Committee was finally able to meet on November 29. Don Correll convened the meeting at 3:45 in the IOB Conference Room and the following items were covered.

A. Introductions

Committee members and guests [probationary faculty members] were welcomed and introduced. Information was provided on course syllabus content as well as general information provided in the Academic Standards Committees Operational [Guidelines](#). Questions were answered about creating a syllabus and the duties of the Academic Standards Committee.

B. Academic Grievance Defined

A motion was made to reword page 28 of the ASC Operational Guidelines under *Academic Grievance Defined*, 3, to add the work “improper”. After discussion, the motion was voted on and approved. The guidelines will be updated and the new statement will read:

3. Took an **improper** action or made a decision which adversely affects the student’s academic standing in an arbitrary or capricious manner, or...

C. Registrar on committee as ex-officio

A motion was made to add the Registrar to the ASC as a non-voting ex-officio. Reasons to include the Registrar were discussed. After discussion, the motion was voted on and approved. The guidelines will be updated to include the Registrar as a non-voting ex-officio of the committee.

D. Petition for Change of Grade Form

Discussion was held on changing the title used for the change of grade form. Although older forms still have the title *Petition for Change of Grade*, the official form found on our internal forms site does have the correct wording of *Grade Change Form*. <http://lowercolumbia.edu/internal/college-forms-a-z/>

E. Late Enrollment form

Procedures for late enrollment currently require the following:

- Faculty permission to enroll (after the fourth day of instruction or any time a class is full – pink form)
- Faculty permission to enroll (after the fifth day of instruction – yellow form)

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- Vice President for Student Success permission (after the fifth day of instruction – yellow form)
- Vice President for Instruction permission (after the tenth day of instruction – yellow form)

Discussion ensued as to whether the yellow form is a simple but necessary paperwork step for students to register late for a class, whether it has become a redundant process, and whether the process should be continued or discontinued. Historically the form was used to document and “back date” enrollments; which allowed the state to count the late enrollment for FTE purposes.

Committee members were asked to take this discussion back to their departments for input and ideas. It will be included on the agenda for our next ASC meeting.

F. STANDARD OPERATING PROCEDURE STUDENT INTERVENTION

At the November 20, 2008 ASC meeting, the previous Vice President for Student Success was granted immediate authority to proceed with probationary intervention for select students earlier than currently called for in our Academic Standards Operational Guideline to assist with their educational success. She was to provide wording for approval and inclusion in the ASC guidelines.

Suggested wording was read to ASC members today and they were asked to approve the wording and add it as #10 on page 35 of the ASC guidelines under *Types of Probation, Intervention*. Committee members discussed the additional intervention authority and approved adding wording as follows:

10. Additional intervention may be required by the Vice President for Student Success or designee for students who pass few or no credits. Such intervention may include credit limitation, special courses, tutoring, directed advising, and other strategies to help the failing student to succeed.

G. WP/WF grade suggestion and impact

Instruction Council has decided not to pursue this change to our grading process and this agenda item was not discussed further.

H. Defining types of dishonesty

Don provided a handout titled *Procedures for Dealing with Violations of Academic Honesty*, which included definitions for cheating, plagiarism, dishonest conduct, and collusion. The purpose of this handout is to clarify what each type of dishonesty means and to eventually include that information in the ASC Guidelines, the Student Code of Conduct (WAC 132M-121) and our catalog to replace page 36, *Academic Dishonesty*.

Committee members were asked to take this discussion back to their departments for input and ideas. It will be included on the agenda for our next ASC meeting.

I. Procedure for dealing with academic dishonesty – no grade assigned

Committee members were also asked to take discussion back to their departments for input and ideas on procedures for dealing with academic dishonesty. It will be included on the agenda for our next ASC meeting. Discussion items should cover:

- Policies and procedures format to protect the student and faculty
- Sanction letter format

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I. What is “academic misconduct”?

This agenda item, intended to discuss academic standards issues, cheating, etc. and general student misconduct and how to separate the two and prevent double jeopardy in academic standards action and conduct sanctions was not discussed.

J. Change of Grade time limitations recommendations

Committee members were asked to take this discussion back to their departments for input and ideas. It will be included on the agenda for our next ASC meeting. Discussion items should cover:

- Grades: Faculty Contract, ASC Grading Policy, Instructor, Student, Running Start
- Grade Changes and Corrections Information from Other Sources

K. Withdrawal Policy

Students are currently required to get faculty/advisor permission to withdraw up to the eighth week of the quarter and then they do not need a signature to withdraw in final two weeks of the quarter.

Committee members were asked to take this discussion back to their departments for input and ideas. It will be included on the agenda for our next ASC meeting. Discussion items should cover:

- A process for students under investigation for conduct issues

L. Incomplete Grade Form

Committee members discussed the need to change instructions for the Incomplete Grade form.

The committee members were requested to review the process, to discuss with their departments, and to send suggestions to Sandie prior to the next meeting for further discussion and decisions.

The meeting adjourned at 5:06 p.m.

The next meeting of the Academic Standards Committee was scheduled for January 24, 2011 at 3:45 in the IOB Conference Room.

Members will be sent a meeting reminder and agenda or notice of cancellation prior to that scheduled meeting. All guests and their Deans will receive a copy of these meeting notes.