



Academic Standards Committee
February 4, 2011
Meeting Notes

Members Present: Sam DeVere (ASLCC), Dennis Shaw, Don Correll, Jim Stanley, Kathy Stafford, Louise Emerson, Lisa Matye Edwards, Lynn Lawrence, Patrick Boerner, Peter Livins, Rick Swee, and Sandie St. Onge (Secretary)

Members Not Present: Rick Atkins

Guests (Tenure Track Faculty): Jim Franz

The meeting convened at 3:46 PM on Friday, February 04, 2011 in ADC 141

Agenda Items:

ASC members were sent back to their departments after the November 29, 2010 ASC meeting to discuss the following items and to bring back ideas and suggestions for further discussion at the January 24 meeting ASC meeting, which was rescheduled to today:

- A. Late Enrollment – After discussion, a motion was made, seconded and approved to support the discontinuation of this form.
- B. Academic Dishonesty – After discussion, changes were suggested to make the academic dishonesty policy statement very general. “All forms of student academic dishonesty, including but not limited to cheating, falsification, plagiarism or facilitating, aiding and abetting, constitute academic dishonesty.” The academic dishonesty examples provided would then constitute informational/educational examples and it was suggested that they be provided during orientation, on our on-line advising websites, and in the *Student Handbook*. **
- C. Change of Grade – Time did not allow for coverage of this agenda item. It will be on the next meeting agenda. Suggested discussion items to take back to your departments for further input are listed below:
 - Time limitations?
 - Faculty Contract
 - ASC Grading Policy
 - Instructor initiated
 - Student initiated
 - Running Start students
 - Grade Changes and Corrections from other sources
- D. Withdrawal Policy – Input had been requested to cover withdrawal pre- and post-eighth week as well as when students were under investigation for conduct issues. Some verbiage was suggested for changes to this policy. Lynn provided Don with a copy of her responsibility/authority to deal with students requesting refunds for withdrawals after the refund periods for class withdrawals had

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passed. It was confirmed that all late withdrawal requests should be routed through the Office of the Vice President for Student Success, who will determine if the withdrawals should be routed to Lynn for refunds, held for conduct issues under investigation, or forwarded to the Academic Standards Committee for further consideration based on ASC Operating Guidelines. **

- E. Incomplete Grade Submission – Committee members agreed to the need to clarify the definition of what constitutes eligibility for submittal of an incomplete grade, the process for assigning an incomplete grade, and the process for submitting a grade in place of the incomplete grade. Some members had been surprised to learn that incomplete grades do not automatically revert to “F” after a year, as on our campus instructors must submit a grade for the “I” to change to any other grade. It was strongly suggested that a one-page form be created and made available on-line that could be filled in and sent electronically to the Registrar and the student indicating the steps required to complete the course, the timeline involved, and the grade to be assigned if no further action occurs by the student within the timeline provided. **
- F. Confirm meeting dates and times for Winter and Spring 2010 – Committee members agreed that one quarterly meeting is not sufficient to deal with all the current guideline revisions. It was suggested that we meet on the first Tuesday of each month at 3:45, which happens to be the time allocated for Gen Ed Committee meetings. Please reply back as to whether you can or cannot be available for meetings on the first Tuesday of each month.

Members will be sent a meeting reminder and agenda or notice of cancellation prior to the next meeting which is currently scheduled for March 1, 2011 at 3:35 P.M.

The meeting was adjourned at 5:03 PM.

Respectfully - ASC Secretary, Sandie St. Onge

** ASC Chair, Don Correll, provided drafts of these changes in an e-mail dated 02-05-2011. He requested that the drafts be discussed at your next departmental meetings so feedback could be provided to the committee at our next meeting.



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