



Academic Standards Committee
Tuesday, March 1, 2011
Meeting Notes

Members Present

Dennis Shaw, Don Correll (Chair), Jim Stanley, Kathy Stafford, Louise Emerson, Lisa Matye Edwards, Patrick Boerner, Peter Livins, Rick Atkins, Rick Swee, and Sandie St. Onge (Secretary)

Members Not Present

Sam DeVere (ASLCC representative) and Lynn Lawrence

Don Correll determined a quorum was present and convened the meeting at 3:45 p.m. on March 1, 2011 in the IOB Conference Room.

Agenda Items:

1. Membership discussion – When the single full-time member of the Student Development department, Patrick Boerner, was recently moved to the Social Sciences department, we not only lost a department but we doubled up on representation from the Social Sciences department on the Academic Standards Committee. Because Patrick may still be called upon to be a facilitator when we have student academic grievances, the committee voted to retain both Patrick and Dennis Shaw on the committee. Patrick will be required to excuse himself from voting privileges any time he is a facilitator.
2. Academic Dishonesty Procedures – Don Correll reviewed suggested revisions to our academic dishonesty procedures, which were discussed and approved for adoption. (see attached draft of revisions)
3. Change of Grade Procedures – This item was too lengthy to be discussed adequately at this meeting and was postponed for our next monthly meeting.
4. Withdrawal Procedures – Don Correll reviewed suggested revisions to our withdrawal procedures, which were discussed and approved for adoption. (see attached draft of revisions)
5. Late Withdrawal Procedures – Don Correll reviewed suggested revisions to our late withdrawal procedures, which were discussed and approved for adoption. (see attached draft of revisions)
6. Incomplete Grade Submission – Don Correll reviewed suggested revisions to our late withdrawal procedures, which were discussed and approved for adoption. (see attached draft of revisions). The committee recommends that the Registrar revise the incomplete grade submission form with input from faculty and the committee to insure that it contains all the required information. Suggestions to date have included a current e-mail address for the student and a statement such as - “If no further action occurs by (insert time limit), the grade will revert to (insert grade)”. This would allow the Registrar to change the grade from “I” to “the grade provided” at the end of the time period recorded. The form should be available on-

line and be fill able so the faculty member may forward it directly to the Registrar and the student at grading time.

The meeting was adjourned at 4:41 p.m.

Future meetings will be scheduled on the first Tuesday of the month at 3:45 p.m. Our next meeting was scheduled for April 12 to accommodate the start of spring quarter classes, but Lisa will be on an accreditation visit so it has reverted to April 5. Members will be sent a meeting reminder/agenda or notice of cancellation/reschedule prior to that meeting.

Proposed agenda items for the next meeting:

1. Action on the Plagiarism draft
2. Plagiarism sanction letter
3. Change of Grade Procedures (committee members input from departments)
 - a. Time limitations
 - b. Faculty Contract
 - c. ASC Grading Policy
 - d. Instructor initiated
 - e. Student initiated
 - f. Running Start students
 - g. Grade Changes and Corrections from other sources
4. Revisions to the Incomplete form
5. Final review of procedure language approved at last meeting