



## Academic Standards Committee

April 5, 2011  
Meeting Notes

**Present:** Sam DeVere (ASLCC Representative), 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)

**Guests:** Hiedi Bauer

Chair Don Correll determined a quorum was present and convened the meeting at 3:45 P.M. on April 5, 2011 in the IOB Conference Room.

### Agenda Items:

- A. Academic Dishonesty procedures will need to be revisited at the May meeting as they need to be revised slightly to parallel the flow chart Lisa prepared, which everyone liked and approved with minor wordsmithing. The flow chart will be added to the Operational Procedures as an appendix. A suggestion was made that a time limit be placed on dishonesty procedures after a question was raised regarding suspected dishonesty after a student had finished a program and earned a degree.
- B. Change of Grade procedures were approved as presented.
- C. Incomplete Grade Submission procedures were approved with minor wordsmithing and the form will be reworked slightly for review at the May meeting.
- D. Late Enrollment procedures were discussed again and once again were supported to require only faculty permission on the pink form, dispensing with the yellow form. There seems to be no point in requiring students to also track down a Vice President for additional late enrollment permission. The historical reason for this form was to allow “back dated” enrollments by the Registrar so we could receive state funding for enrollments after “tenth day”.
- E. Student Academic Grievance meeting vs. hearing discussion was postponed for our May meeting as we were already past 5:00 p.m.

The meeting was adjourned at 5:03 P.M. The next meeting is scheduled for Tuesday, May 3, 2011 at 3:45 p.m. in the IOB Conference Room. This meeting date/time conflicts with the Gen Ed committee meeting, so watch for further announcements and a meeting reminder/agenda.