



Academic Standards Committee

June 7, 2011

Meeting Notes

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

Members Not Present: Kathy Stafford

Agenda Items:

1. Incomplete Grade Form – The new form was approved with a few minor grammar, punctuation, and formatting changes
2. Late Withdrawal – The finalized verbiage for late withdrawal procedures were approved.
3. “V” Grade – The finalized verbiage for “V” grade procedures was approved. Because the “V” grade impacts financial aid reporting, the “NA” grade to be used at the end of the quarter to designate students who never attended was also discussed, clarified, and approved. Lisa and Lynn will work on logistics for the “NA” grade, will have it added to Instructor Briefcase, and will prepare a grading memo.
4. Meeting Time Frame for Next Year – Current plans are to have the Academic Standards Committee meet monthly on the second Tuesday of each month at 3:45. Our next committee meeting will be Tuesday, October 11, 2011. A memo will go out to all committee members after department chairs have announced their ASC representatives for 2011-12.

The meeting convened at 3:50 PM on Tuesday, June 7, 2011 in IOB Conference Room. The meeting was adjourned at 4:30 PM. The next meeting of the Academic Standards Committee was scheduled for October 11, 2011. Members will be sent a meeting reminder and agenda or notice of cancellation prior to that scheduled meeting.