



Academic Standards Committee  
October 11, 2011  
Meeting Notes

**Members Present:** Don Correll (Chair), Linda Cullom, Rick Atkins, Hiedi Bauer, Peter Livins, Kathy Stafford, Dennis Shaw, Lisa Matye Edwards, Lynn Lawrence and Sandie St. Onge (Secretary)

**Members Not Present:** Rick Swee and ASLCC Representative

**Guests (Tenure Track Faculty):** Nadine Lemmons

The meeting convened at 3:45 PM on Tuesday, October 11, 2011 in the IOB Conference Room.

**Agenda Items:**

- A. Introduce members and guests – Those present at the start of the meeting introduced themselves and the department they represent on this committee, including guest Nadine Lemmons.
- B. Elect a Chair for 2011-12 – Don Correll offered to serve as Chair for another year. It was moved, seconded, and unanimously approved to have Don Correll serve as the chair for this committee in 2011-12.
- C. Confirm meeting dates and times for 2011-12 – Committee members present agreed that this time period works well. The remaining meetings will be scheduled monthly on the second Tuesday in the IOB Conference Room at 3:45 P.M.
- D. Orient new members and tenure-track faculty in attendance - Don provided a handout of general interest items of importance from the [\*Academic Standards Committee's Operational Guidelines\*](#) and syllabus information that can help reduce the number of student academic grievances we may be required to convene during the year.
- E. Review ASC Operational Guidelines for needed changes – It is the responsibility of Academic Standards Committee members to review our guidelines for needed changes. If you are aware of items requiring updates, please notify Don so they may be addressed at our next meeting.

Members will be sent a meeting reminder and agenda or notice of cancellation prior to the next meeting which is currently scheduled for November 8, 2011 at 3:45 P.M. in the IOB Conference Room

The meeting was adjourned at 4:29 PM.

Respectfully - ASC Secretary, Sandie St. Onge