



Academic Standards Committee
December 2, 2011
Meeting Notes

Members Present: Don Correll, Rick Atkins, Rick Swee, Peter Livins, Kathy Stafford, Dennis Shaw, Lisa Matye Edwards, and Sandie St. Onge (Secretary)

Members Not Present: ASLCC Representative, Hiedi Bauer, Linda Cullom, and Lynn Lawrence

The meeting convened at 3:45 PM on Tuesday, December 2, 2011 in the IOB Conference Room.

Agenda Items:

1. Student disciplinary action – should advisors be notified of disciplinary action taken? This is not a function of the Academic Standards Committee. No action was taken.
2. X grade clarification – The committee approved the addition of the following verbiage to line five on page nine of the *ASC Guidelines*. Full quarters, not individual courses, *taken prior to the student returning to the college* may not be chosen for grade forgiveness.
3. Contractual Academic Complaint 309 – 309.2 – Under Decision Making – 100.8. The committee approved the addition of a reference to LCC Governance Policy and the Faculty Association of Higher Education Contract on page six of the *ASC Guidelines* to assure compliance to assigned responsibilities.
4. Academic complaint assigned and during the quarter student is taking the course. This agenda item was included in #3 above.
5. Clarification on Capstone requirements for ENGL 102 and MATH 099. The minimum grade requirements are C- regardless what departments may say or desire. Any changes must go through the Instructional Council. No action was taken.
6. Degrees Awarded – The committee approved verbiage changes on page nine of the *ASC Guidelines* to reflect the same degree information published on our website/college catalog. All Washington state college degrees go through an SBCTC approval process. This committee is not directly involved in that process.
7. Grievance facilitator – To facilitate due process for students during cases of Student Academic Grievance since the retirement of Mary Stone and Butch Henderson, and the change for Patrick Boerner from faculty status to exempt status, new faculty grievance

facilitators need to be identified. Several possible solutions were suggested and discussed. Members were asked to take this back to their departments for further input and discussion at our next meeting.

- Have the student's faculty advisor assist them, unless they are the grieved faculty member.
 - Have the student's faculty advisor select an alternate if they are the grieved faculty member.
 - Have the Vice President assign a designee.
 - Train a small cadre of faculty advisors to be available for this position.
8. Incomplete – The committee approved adding clarifying language, basically indicating that the grade reverts to an "F" one year from assigning the incomplete grade if the coursework has not been completed, on page seven of the *ASC Guidelines*. This also required an update to the form currently used to assign incomplete grades, which is found in the appendix of the *ASC Guidelines*.
 9. Registration – Some minor clarifying words were approved by the committee on page thirty-four of the *ASC Guidelines*.
 10. Tuition and Fees – The committee approved changing verbiage to reflect current catalog verbiage on page six of the *ASC Guidelines* under Tuition and Fees – 460.
 11. N grade and impact on financial aid - This is not a function of the Academic Standards Committee. No action was taken.
 12. ASC involvement in form revisions especially Application for Associate in Art (AA-DTA). This is not a function of the Academic Standards Committee. No action was taken. Kristy Enser should receive faculty feedback on paper program planners. The on-line versions reflect current requirements.

Members will be sent a meeting reminder and agenda or notice of cancellation prior to the next meeting which was scheduled for January 10, 2012 at 3:45 P.M. Because that date conflicts with Instructional Council, we will try the fourth Monday instead, which is January 23, 2012.

The meeting was adjourned at 4:18 PM.

Respectfully - ASC Secretary, Sandie St. Onge

Attachments – Updated ASC Guidelines
Updated Incomplete Grade Submission Form