



## Academic Standards Committee

**November 3, 2014**

### Meeting Notes

#### **Members Present:**

Don Correll, Virginia Tapia (ASLCC Representative), Kam Todd, Kathy Stafford, Lisa Matye Edwards, Louis LaPierre, Mary Leach, David Rosi, Nichole Seroshek (Registrar, non-voting ex-officio), and Sandie St. Onge (Secretary)

**Members Not Present:** Jim Franz and Rick Swee

#### **Guests (Tenure Track Faculty):**

With a quorum present, the meeting convened at 3:20 PM on Monday, November 3, 2014 in the ADC Conference Room.

#### **Agenda Items:**

- Introduction of guests - There were no guests / tenure-track faculty in attendance.
- Election of Chair – Past Chair, Don Correll, opened the meeting for election of the Chair. Don was nominated and the vote was unanimous to approve Don as Chair for one more year.
- Academic Guidelines revisions – Because the guidelines were in major need of revisions and no subcommittee had provided updates over the past two year, Don, Lisa, and Sandie met last week to review and initiate possible revisions for the committee’s review and approval. Copies of those suggested revisions will be distributed to all members and some were discussed at this meeting.
  - Change members’ term to three years with 1/3 alternating each year for continuity.
  - Subcommittee to review student petitions. This has been designated to the Chair for the past several years to expedite the process. As Don will be retiring at the end of this academic year, it was decided that a subcommittee of three members elected by the committee should begin training for this process.
  - Monthly meetings to acquaint all committee members with guidelines and procedures have been recommended.
- Meeting dates previously scheduled to accommodate a pending academic grievance (November 12 and 26) have been cancelled, as the grievance has been withdrawn. Meeting dates and times for winter quarter will be determined after faculty class schedules are finalized.
- Several agenda items were identified for the next meeting which will be held December 8 rather than December 1–
  - Review ASC Guidelines
  - Review ASC Petitions
  - Discuss Last Day to Register/Instructor Permission
  - Discuss Determination of Graduation GPA
  - Discuss Pass/Fail, CLEP, and AP Course Issues to be forwarded to Instructional Council

- Discuss Reverse Transfer
- Discuss PHED credits – six or three credits?
- Discuss Instructor Initiated Withdrawal, Timeframe, Grade Posting/Removal

Members will be sent a meeting reminder and agenda or notice of cancellation prior to the next meeting which is currently scheduled for Monday, December 8 at 2:30 in ADC 144B – Admissions Center Conference Room.

The meeting was adjourned at 4:37 PM.

Respectfully - ASC Secretary, Sandie St. Onge