

## MEETING MINUTES

### Institution-Wide Committee

Monday, April 22, 2019

2:30 p.m.

IAS Boardroom, M2-I

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#### I. Call to Order

The meeting was called to order at 2:32 p.m. by Todd Jones

#### II. Attendance

##### Delegates

Federation: Todd Jones, Rainah Chambliss, Bridget McFadden, Jalyn Warren,

Administration: Carol de Fries, Jacob Eapen, Samuel Hirsch

Students: None

##### Alternates

Federation: Eric Neumann

Administration: Simon Brown (voting)

Students: None

##### Guests

Yannick Ladson, Bonnie Harrington, Kristi Bergman

#### III. Approval of Minutes of March 25, 2019

Corrections: Sam Hirsch was not present. Typo for the word "review" in first sentence of paragraph two. Second sentence of paragraph three should read "Amy Birge said that in the new definition it is more of a broader definition and not a one for one correspondence". In the first sentence of paragraph four should read "There is a correction" instead of "There as a correction".

Carol de Fries made a motion to accept the minutes of March 25, 2019 with the suggested changes. Jaylen Warren seconded the motion. All voted in favor of acceptance. The minutes of March 25, 2019 were approved.

#### IV. Old Business - None discussed

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**Institution-Wide Committee**  
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**2:30 p.m.**

**Isadore A. Shrager Boardroom M2-1**

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**V. New Business**

**a. Program Completion Policy (Academic Support)**

Kristi Bergman introduced a new policy which states, that unless otherwise stated in the catalog, all students must complete their degree or certificate requirements within seven years from date of matriculation unless the program has been discontinued. Bridget McFadden asked whether this was a new policy, the purpose of the policy, and what problems it was trying to address. It was stated that this is a new policy. Bonnie Harrington stated that we have never had a completion policy. There is a policy that allows students to come back after stopping out for however long and to continue wherever they dropped off in a program, thus finishing a with a degree that may not be current and entering the workforce with skills that are not up-to-date.

Jacob Eapen asked how we came up with the seven-year completion timeframe. Yannick Ladson stated that in looking at completion rates in various programs the average completion time was four to five years, but it was decided to give students a little bit of a cushion so seven was chosen to give students more completion time. Sam Hirsch asked does the seven-year completion include students just plodding along taking their time or just to students who actually stop out. There was discussion as to whether the completion time would be program dependent and whether there should be exceptions. It was agreed that there could be exceptions to the seven-year completion. Bridget McFadden asked whether it made a difference if a student continued taking classes but reached the seven-year limit as opposed to a student who stopped out then came back and reached the seven-year limit. Yannick Ladson stated that it did not matter and that most schools have this policy and that we are being consistent with other institutions that are similar to us. Bridget McFadden asked if the number of students exceeding seven years was high and if not, why do we need a policy. Carol de Fries asked if other community college policies were reviewed. Kristi Bergman stated yes, and most were shorter than seven, but seven seemed more suited for our population. Bridget McFadden suggested that if the policy passes it should have clarity about how a student may continue. Sam Hirsch felt the policy should have language about exceptions or how to appeal. Options on how this could occur was discussed. Bridget McFadden suggested that given the concerns that were voiced during the meeting, the committee should rework the policy and bring it back to the IWC. Todd Jones suggested it be put on the agenda for the next meeting, May 20<sup>th</sup>. It was decided

to discuss the next policy, the Academic Program Discontinuation Policy, before voting on each policy.

**b. Academic Program Discontinuation Policy**

Bonnie Harrington explained the definition of a discontinued program as a program that is no longer accepting students, and went on to explain the procedures outlined in the new policy. There was discussion about the procedures and their actual intent. Todd Jones asked if the final completion date of a discontinued program was made by the academic dean. Bonnie Harrington stated yes or by their designee. Bridget McFadden stated that there seemed to be two different situations, ending courses and ending programs. She asked if courses still exist, why would students not be able to complete a program. Sam Hirsch and Kristi Bergman answered that we need a way to officially close a program. Right now we do not have a policy that formally closes a program. Sam Hirsch said because of this we have pages and pages of code that are no longer relevant. This policy will help us manage the process. Rainah Chambliss asked what is the timeframe between when decision is made to close a program and the time to complete a program and will the timeframe be general throughout or differ by program. Bonnie Harrington said that this would depend on each program, which is why it would be decided by the academic deans. Todd Jones suggested the first sentence in policy should read “the following policy” instead of “the following procedures.” There was additional discussion and clarification of the policy with no changes.

Jacob Eapen made a motion to accept the Academic Program Discontinuation Policy. Raninah Chambliss seconded the motion. There was a brief discussion and it was agreed to change the first sentence under number three in the policy to the appropriate *academic* dean instead of just the appropriate dean. The policy was then approved with seven in favor and one against.

The Program Completion Policy vote was tabled until next meeting when changes would be submitted. The changes will include: explore language that will include exceptions; look at language in the last paragraph to discuss Academic Continuation Policy; and adding language that will explain how someone would go on to complete their education.

Next meeting will take place on May 20, 2019.

**VI. Adjournment**

The meeting adjourned at 3:40 p.m.