

Meeting Minutes  
Academic Support Standing Subcommittee  
April 24, 2008  
3:30-5:00 p.m.  
Counseling Conference Room, W2-3E

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**Delegates Present:** Debbie Allen, Sandra Gonzalez-Torres (co-chair), Todd Jones (co-chair), Betsy McCoubrey, Margaret Stephens, Alison Tasch, Susan Tobia

**Alternates Present:** Diane Freedman, Gina MacKenzie, Marline Paramour, Carmen Serrano

**Guest:** Mark Thomas (student)

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## **Agenda Items and Responses**

### **#1 Approval of Minutes from March 27th Meeting**

A few amendments were made. Note that Anna Hargrove participated as a guest. Correct spelling of Arnold DiBlasi's name. Change word in Item #3, paragraph 3, sentence 2 from "institution" to "issue." With these amendments, Alison moved to approve the minutes and Betsy seconded the motion. The minutes were unanimously approved.

### **#2 Time Amnesty Rationale to IWC**

The proposal and rationale for the change in the Time Amnesty policy was sent to Pat Scoles and is on the agenda for the IWC meeting on the 28<sup>th</sup>. The feedback received at the last IWC meeting concerning the MP grade and the issue of integrity was incorporated into the revised proposal.

### **#3 Plagiarism/Student Code**

Members of the Plagiarism subcommittee met and decided to survey departments in early summer to get a sense of how they are communicating/explaining plagiarism to students. They will then discuss and recommend revisions with reference to what is stated in the Student Code and a 1999 document. A goal is to make sure there is consistency across the College for both faculty and students. Mark Thomas asked if professors have the freedom to individually define plagiarism. It was stated that every professor can define plagiarism but the definition should be stated on the syllabus. Other questions raised were: What are the sanctions for plagiarizing? How can we identify students who have plagiarized in previous courses?

#### **#4 SGA Extended Hours Proposal**

A question raised was whether this committee has a right to develop policy or just vote on policies presented. Alison noted that the Academic Support Committee has worked on policy before, including grading, academic progress, probation/provisional status. Often there is a request which requires a policy in response. She didn't think it was stipulated in the contract as to whether a committee could or could not create policy. Todd stated that the Union leadership doesn't see a problem in giving help to students if they request it. In this case, the students were frustrated; they had already explored the issue of extending hours for support services such as academic computing across the sites. That is why we offered to help. An issue is that extension of services would involve operations. Gina noted that in her discussion with Dean Thompson, Sharon had agreed to work with the students by providing information concerning this issue. Sandra noted that the written proposal presented to the committee differed from the proposal verbally explained by Anna Hargrove at a previous meeting. Perhaps the committee could help the students to refine the proposal and then connect them with Dean Thompson. Mark noted that SGA needs to have more students involved to continue to pursue the issue. Betsy moved that the committee decide to work with the students on a proposal for extending support services. Alison seconded the motion. The motion was unanimously carried. It will be suggested to SGA that they flesh out their proposal with someone on the committee. Todd and Sandra agreed to be the contacts. We should also find out if Anna Hargrove conducted her planned survey.

#### **#5 Suggestions for Future Agenda Items**

- Drop/Add Policy: Wait till fall to conduct survey. The data Debbie presented suggest that for the small number of students who actually register late, there is not a significant result as to performance. Debbie's sense is that students desperately trying to get into a course late usually stay with the course. You have to decide what is realistic for the class; what is disruptive. A survey and discussion with faculty may be helpful. Perhaps it could be a topic at a Federation Special Issues meeting. After discussion, the committee may propose a drop/add policy or propose that the current practice become policy. It was stated that students find the practice inconsistent. Debbie noted that a student may be registered for a class but not attend the first couple of sessions (these students are not reflected in the data). Debbie also noted that there are different reasons students start late. She distinguishes between reinstatement and registering late. Debbie will not be at the College in the fall but said she would like to see closure on the issue. The policy should be in the best interest of the students and make clear to faculty what they can expect. The committee paid tribute to Debbie for all she has done at the College for students and faculty.

Other suggested agenda items were:

- Accelerated course options
- Classes that meet 4 hours a week
- Rethinking Guitar 101 and 102 (students don't get adequate attention)

These items may be more the purview of the curriculum committee.

It was suggested that the current co-chairs facilitate the first meeting of the new academic year.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Susan Tobia  
6/11/08