

## Academic Support Standing Subcommittee

Meeting Minutes  
May 26, 2011



Members Present: Osval Acosta-Morales, Bea Jones, Alison Tasch, Bhavesh Bambhrolia, and Marline Paramour (alternate)

The meeting was called to order at 3:30 pm.

Last month's minutes were reviewed and approved by all members present.

After some discussion regarding the need for accurate meeting minutes, it was agreed upon by all members present that beginning next term audio recordings of the meetings will be made and later transcribed for distribution as meeting minutes. Bea agreed to handle this process for each meeting, beginning at our September 2011 meeting.

### Old Business

#### Completion of Registration Policy

The proposed change to this policy that was approved by this subcommittee was passed along to the IWC after their May agenda had already been drafted. So, it is expected that the IWC will consider this matter at their June meeting.

#### Transfer Credit Policy

Bea presented the subcommittee with the last draft of the proposed policy revision, incorporating the suggested edits from the deans. Since insufficient members were present to formally approve a motion regarding this matter, it was done through email.

On June 8 the subcommittee agreed (7 approving and 0 opposing) to support the proposed policy revision and recommend it for approval by the IWC at their June meeting.

#### Required Attendance Records Policy

The proposed policy revision recently approved by the subcommittee did not make it onto the May agenda of the IWC, but it is set to be covered in their June meeting.

#### Absenteeism Policy

Frank Hoffman, as requested at our last meeting, provided the subcommittee with feedback from department heads regarding the proposed policy revision. Peter Margolis of Distance Education also forwarded comments from online instructors about the proposed revision.

The comments were reviewed and it was determined that, in agreement with some of the suggestions from department heads, the best strategy would be to modify the attendance policy to track actual attendance and not class work or assignments completed.

Furthermore, the subcommittee members concluded that the standard of requiring at least 20% of missed class time (i.e., 20% of the total course contact hours) before allowing a faculty withdrawal seemed to fit best with existing practices and existing policies regarding refunds and administrative withdrawals. It also allowed for better consistency and accuracy across different term lengths and course schedules.

In an effort to be clear and consistent with the policy, the subcommittee decided that the 20% standard should apply to online courses as well as traditional classroom instruction.

The subcommittee also concluded that the language in the policy should not specifically mention a drop “form” as new electronic methods may become available in the future.

Finally, the subcommittee agreed that it would be best to include specific mention of the time period in a semester during which a faculty withdrawal request can be made: after the end of Refund Period and before the Last Day to Drop Without Penalty of Failure.

The subcommittee’s ideas on the proposed revision are set to be presented to Frank Hoffman and Cindy Giddle. If they find things to still be in line with their initial proposal for the policy revision, the next step will be to get feedback from the deans.

#### Academic Standards and Progress Policy

The issue of MP being considered a successful grade, particularly after a period of academic probation, is something about which several faculty members and administrators, including Dr. Curtis, have expressed concern.

The suggestion seems to be to modify the existing policy (P and P #8) to indicate that MP is not a successful grade. Due to time limitations, and an interest in not rushing into the matter without adequate reflection and feedback from all members, the subcommittee decided to distribute copies of the policy for review and discussion of possible revision ideas at our next meeting.

The meeting was adjourned at 5:00 pm.