

MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, October 27, 2011
Meeting Time:	3:30 PM
Attendees:	Sandra Mejia, Dontay Muhammad, Bhavesh Bambhrolia, Sharon Thompson, Kelly Connelly, Joan Bush, Mary Anne Yannuzzi, Beatrice Jones, Todd Jones, Alison Tasch, Betty Handy
Facilitator:	Bhavesh Bambhrolia
Location:	W2-3E
Topic:	Various Topics

Discussion Points

Bhavesh calls the meeting to order at 3:40 pm.

September Meeting Minutes

The September Meeting Minutes are approved unanimously.

Proposal for P & P 3

Dr. Thompson presents proposed changes to P & P 3 (new title will be Academic Integrity) to the committee so that they may be submitted to the IWC. This proposal is part of the Integrity work group that was created as part of the Academic Affairs Master plan. The goal is to update and clarify language in the policy as well as create a statement of academic integrity that could be used across the board at the college (in syllabi, catalog, etc.) with IWC approval. Part of the policy is to provide examples of how students may violate the policy that can be updated as technology changes allow for new ways to plagiarize.

Questions/Comments from the Group

- The example listed for hiring someone to write an essay does not exclude students from being helped by friends, siblings, or parents – these situations are at the discretion of the instructor.
- Know the Code is a different project, but once the updated policy is approved, know the code will eventually be phased out.

Bhavesh motions to approve the updated policy to be submitted to IWC. Motion passed unanimously.

December Meeting

The December Meeting is scheduled for the 22nd and Bea Jones suggests that it be rescheduled as

she and Bhavesh will be out that week and probably others because of its proximity to the holiday. This topic will be revisited at the November meeting.

Credit-by-Exam

Bea Jones explains that there is now a discrepancy with the Credit-by-Exam Policy because of the recent changes to the Transfer of Credit Policy, and proposes that Credit-by-exam be revised with the same language as P & P12. Bhavesh motions to approve changes to P & P7. Motion passed unanimously.

Every academic department is different regarding how they handle CLEP. This topic will continue to be revisited.

P & P 8

Dr. Jones explains that this brought up at a previous meeting by a former committee member. It needs to be updated from being MP or D to Pass or C; it was not approved by IWC for this reason.

P & P5

Bhavesh pulled a report to look at reasons for why students were withdrawn by their instructors. It appears that this process is being used to drop students for assignment related reasons. The terms of drop and withdraw are both used in the policy, but this could be reworded to a more general term to avoid confusion because it could be either depending on the time that a student is removed from a course.

The revision of this policy began because faculty were dropping students because of lack of work instead of attendance. The group decides to amend the percentage to be 20% to be in line with attendance reporting. This topic will be revisited at the next meeting and in the meantime Bhavesh will meet with Osvil to discuss.

Adjourn 4:45 PM.

Respectfully submitted by Rachel Lang-Townsend