

Triton College
Academic & Scholastic Standards Committee
Minutes, February 7, 2019

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on February 7 at 2pm.

Present: Henry Bohleke, David Bowen, Beth Dunn, Nancy Guzman, Egi Kica, Victor McCullum, Kent Randall, Lessly Salas.

Housekeeping

- The December 2018 minutes were approved.

Updates/Discussion Points

1. Scheduling Conflicts

Beth received an email from Antigone Sharris regarding scheduling. She expressed concerns that students are being held back from graduating because courses that are prerequisites are not offered with enough options that fit their schedule. See an excerpt from her email:

The “bread and butter” courses that need to be reviewed from a scheduling perspective are:

- *RHT101 (we do need a Saturday option and AM versions of M/W that already exist on T/Th)*
- *RHT101 w/ RHT097 (the new set of courses for the students that are on the cusp of college ready) – day options need a proper pairing (meaning M/W only or T/Th only vs a M/W RHT097 with a M/W/F RHT101 partner, and we need evening and weekend options)*
- *Overall, possibly a mirror of the evening schedule arrangement days. Yes, this means go away from M/W/F courses. Do them M/W, T/Th or F only.*

I see the gatekeeper course combo as RHT101 w/ RHT097. If a student can't get enrolled in here, they can't enroll in ANYTHING that has RHT101 expectation as a prereq, from Science to Math classes!

Dean Bohleke and Nancy Guzman expressed concerns about courses that are not offered every semester. They suggested that the semesters that a course will run be listed in the catalog so students can plan accordingly.

At the moment A&SSC has a lot going on. It was agreed that this is something the committee should address, but we will look at it in the Fall2019.

2. Grade Change Policy

Triton's current [Policy5201.1](#). Here is the reworded policy that will be presented at Senate on Tuesday, February 12. The time is the same as the Incomplete grade policy 5202. The committee discussed ways to make students and faculty aware of the policy change.

Students may challenge a final grade given by an instructor by first presenting their grievances to the instructor in question. Students may further pursue a grievance by consulting with the chairperson who supervises that instructor, and finally with the dean who supervises the chairperson. The decision of the academic dean will be final.

The student must initiate the process by contacting the instructor within 30 calendar days after the beginning of the next regular semester (fall or spring term).

3. Syllabus Policy

The committee is considering a revision to the Syllabus policy [Policy 6080](#).

VP Baker would like the Graduation Petition due date to be added to the syllabus. Beth Dunn and Nancy Guzman Gama researched the IAI code on syllabi. It was agreed that Triton's policy needs to be updated. The committee discussed the following list of requirements:

1. Course, semester, and instructor identification
2. Effective dates
3. Prefix and Number IAI Codes if applicable
4. Course Title
5. Credit Hours
6. Contact Hours
7. Conference Availability
8. Prerequisite(s)
9. Catalog description
10. Required Materials (Textbook)
11. Course Outcomes
12. Grading Policy
13. Missing/Late assignment Policy
14. Weekly Topical Outline/Schedule
15. Graduation Application Deadline
16. Attendance Policy
17. Last day to withdraw with a "W" date
18. Statement of Academic Honesty
19. Accommodative Services

Beth will draft a standard Accommodative Services policy and ask Deb Kaczmarek to review it.

4. Withdraw Rate

Committee members were asked to come with their top 3 small suggestions/changes that could impact the W rate in a positive way

The next meeting is March 7 at 2pm in E-216 (The math offices)

The meeting was adjourned at 3:00pm

Minutes respectfully submitted by Beth Dunn