

Triton College
Academic & Scholastic Standards Committee
Minutes, April 4, 2019

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on March 11 at 2:30pm.

Present: Frank Alvino, Beth Dunn, Joyce Fritz, Nancy Guzman, Denise Jones, Victor McCullum, Kent Randall, Ric Segovia, Tracy Wright.

Housekeeping

- The March 2019 minutes were approved.

Updates/Discussion Points

1. Change of Grade Policy- Beth will send an email to VP Baker for an update on the policy.
2. Syllabus Policy – Beth presented the updated proposed syllabus policy. It included an Academic Honesty Policy and the Student Accommodations statement. Beth asked the members to compare the proposal to the current policy [Triton Board Policy 6080](#). The members went through the proposal line by line. We discussed every change and updated some language. The committee discussed whether to include location, petition to graduate date, prerequisites, lab and clinical hours, the academic honesty policy, and the language concerning the weekly schedule of readings and assignments.

Beth shared the concerns that some faculty expressed via email about these topics. The committee agreed that all should be included. Concerning the petition to graduate date: members believed that even though that information does not pertain to every student in the class, all student will benefit from having that information and knowing that such a date exists. Some students cannot graduate on time because they did not know they needed to petition to graduate. Having the date on all syllabi will help all students.

The committee agreed that location will remain on the syllabus. Some faculty expressed concern that their classrooms change at the last minute and it is too difficult to prepare a syllabus ahead of time when that information is not known. All agreed that the location could be updated electronically.

Because some classes do not include labs or clinicals the language of that requirement was edited to include “As appropriate” in parentheses.

There was a lot of discussion surrounding the Weekly schedule of readings and assignments. The committee discussed whether including that information on the syllabus was a violation of academic freedom. Dean Segovia indicated that what

material instructors cover cannot be changed. What is included on the course outline must be included in the course, but how the material is covered is up to the instructor. The committee agreed on “Weekly schedule of readings and assignments.” That is the same language that IAI uses in their syllabus requirements.

The committee agreed that the syllabus policy needs to be in line with the current academic honesty policy [Triton Policy 5208](#). We debated whether to use the board policy or policy from the student handbook. The committee all agreed to use the policy from the student handbook and include a link to the handbook.

* Side Note: The board policy is identical to the policy in the student handbook.

The committee also discussed that online and face-to-face syllabi may be different.

Lastly, the committee included the last paragraph of the original policy but changed the word “give” to “provide”.

The discussion ended with an agreement that Beth would solicit input from nursing, TCFA, and Department Chairs.

4. Placement Update Dean Turner provided an update to the committee via email.

Next Meeting: Thursday, May 2 at 1:30 in E-216

The meeting was adjourned at 3:00pm

Minutes respectfully submitted by Beth Dunn

Triton Policy 6080

The Triton Board of Trustees and the College President require that an up-to-date instructor-developed syllabus based on the college-approved course outline be required for each course.

The Syllabus is to include:

1. General Course Information
 - a. Course Title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate))
 - d. Class Dates; meeting times; location

- e. Last day to withdraw with a “W”
2. Instructor Information
 - a. Name
 - b. Contact Information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference Availability; hours and location
3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. Course Outcomes
4. Instructional and Technological Information
 - a. Required Materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading Policy
 - b. Missing/Late assignment Policy
 - c. Final Exam Date
 - d. Weekly schedule of readings and assignments
6. Course Expectations
 - a. Attendance Requirements
 - b. *Statement of Academic Honesty (see below)
7. *Students with Disability and Academic Accommodations Statement (see below)
8. Graduation Application Deadline

Instructors must provide a copy of the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

***Academic Honesty Policy #5208**

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook: <https://www.triton.edu/students/student-services/>.

***Student Accommodations**

Students needing academic accommodations due to a medical condition/disability must make their request at the Center for Access and Accommodative Services (CAAS).

Students will be given a CAAS card that lists the accommodations they have been approved for. Students are required to show each of their instructors their CAAS card every semester within the first week of when classes begin. Students taking online classes must scan both sides of their CAAS card and email it to the instructor to inform them of the accommodations they have.

Instructors are not required to provide accommodations until the student presents their CAAS card to them.

The CAAS is located in Room A 125