

Triton College
Academic & Scholastic Standards Committee
Minutes, May 2, 2019

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on May 2 at 1:30pm.

Present: Henry Bohleke, David Bowen, Beth Dunn, Joyce Fritz, Victor McCullum, Kent Randall, Egi Kica, and Lessly Salas.

Housekeeping

- The April minutes could not be approved, there wasn't a quorum.

Updates/Discussion Points:

- **Change of Grade Policy- update**
VP Baker sent an email to the chair of ASSC indicating that President Moore approved the proposed change to BOT Policy # 5201.1 with the following revision to the last paragraph: "The student must initiate the process by contacting the instructor no later than the last day of the next regular semester (fall or spring semester)."
- **Placement Policy- update**
VP Koslow also sent an email to the chair stating that administration was discussing all the recommendations and the implications for implementation at the senior level.
- **Syllabus Policy- update**
The committee has done extensive research. We have investigated our sister institution's policies. The chair has reached out to all the deans, was invited to speak at the chairs and coordinators meeting for Arts and Sciences, emailed the president of the TCSA and responded to several faculty emails. The policy has been discussed at senate in February, March and April.

We have solicited templates from the social and behavioral sciences, college readiness, and nursing. The chair has created a syllabus template using the proposed syllabus policy revision. This template includes both recommended and required elements of a syllabus. She spoke to Shelly Tiwari and these templates will be housed on the CTE website for easy access for adjuncts and fulltime faculty.

The dissention has centered around four major items:

1. **The Graduation Petition Deadline:** The committee discussed committee member, Anderson's email and voiced the concerns heard in some departments. Those present unanimously agreed to include the graduation petition deadline. We all believe it can only have a positive impact on students. Those students that are not

- graduating will know there is such a thing. There is minimal impact on faculty to include this date. The date is easily found by doing a search of "Graduation Application Deadline" and it is listed on the academic calendar. The committee pointed out that one of Triton's three strategic goals is to improve college completion. Having this date on the syllabus has a direct impact on completion.
2. The Academic Honesty Policy: The academic honesty policy is already a policy. We didn't change the policy. The committee unanimously agreed that all syllabi should include this reference to the actual policy. Faculty can always add more to the policy, they just cannot have less.
 3. The Weekly schedule of readings and assignments. The student committee members both insisted on including this item. They indicated that they want detail in their syllabi. They both read their syllabi. Since this is not actually a change in the policy, the committee doesn't think this should be an issue.
 4. The Last day to Withdraw with a "W" date. The committee unanimously agreed that this has a positive impact on student completion and therefore supports Triton's strategic goals.

The committee unanimously agreed on the proposal. The chair of ASSC then outlined how the policy will be presented at Senate on May 14. The reasoning behind the revision to the policy is three pronged: first, compliance with IAI, second, student success, and third consistency. She color coded the proposal and on the first page highlighted the items that are required to meet IAI standards and those that are required to have an impact on student success. Some of these overlap, obviously. On the second page of the document only those items that are an addition to the current policy are shaded. (The color coding remains the same.) Many committee members helped edit the document suggesting shading and numbering the pages. It was agreed that a colored print out will be better than a power point display.

The committee went on to discuss how other states have common numbering mandated by the state that helps with transfer credit.

No one wants to make a change, and faculty are resistant to change, but these changes are not that big and easy to do.

Our student committee members graciously. Offered to be present at Senate for the vote on May 14.

- 2018-2019 ASSC Assessment
The committee approved the ASSC assessment that was sent to all committee members.
- 2019-2020 Goals
Next year, the committee will continue to look for ways to improve completion and specifically how our committee can investigate and propose policies that will lower the W rate at Triton.

The meeting was adjourned at 2:30pm.

The minutes are respectfully submitted by Beth Dunn.