

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

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

**Present:** Frank Alvino, D. Lenier Anderson, David Bowen, Jennifer Davidson, Beth Dunn, Joyce Fritz, Nancy Guzman, Kevin Li, Victor McCullum, Kent Randall, Ric Segovia, Paulina Sobieralski, Linda Wilkins. Guests: Kurian Tharakunnel, Amin Yazdami.

#### Housekeeping

- The September 2019 meeting minutes were approved.
- Welcome new members: Jennifer Davidson, Dean of Business and Technology and Linda Wilkins, resource member from Records.
- The ASSC Bylaws and ASSC website information is consistent. There are some updates that need to be made regarding membership. The committee discussed the representation. Currently the bylaws state that the committee has 5-10 faculty members from the following areas: 2 from Arts and Sciences (we have 4), 2 from Careers (we have 4), 1 counselor (which we have), and 1-2 student representatives (we have 2). It also outlines administrative representation from the School of Arts and Sciences (that is Dean Li or Dean Segovia), Careers (we will ask that this be changed to Dean of Business and Technology or Health Careers.) The committee also believes we need representation from Admissions, Student Services, Financial Aid and Records because many of the decisions we make on this committee would be better informed by resource members from these areas. Beth will draft a revision to these bylaws to reflect these changes.

#### Updates/Discussion Points:

- **Withdrawal Policy**  
Kurian Tharakunnel presented data on W grades during Fall of 2015, 2016, 2017 and 2018. The statistics were related to the following topics:
  - The number of w grades
  - Race/Ethnicity breakdown of students that withdrew
  - Reasons students withdraw
  - When withdrawals occur throughout semester (instructor-initiated and student-initiated were presented together and then separately)
  - What courses have the most W's as a total and as a percentage of students enrolled in those courses.

He will email the data to Beth and she will distribute it to the committee.

He also indicated that 17% of students enrolled in a course at Triton end up with a W grade. This is in the 99<sup>th</sup> percentile of those colleges that participated in the survey/study. Triton has less F's though than other colleges.

Questions that arose from the findings:

- Will an F instead of a W motivate a student to retake the course to expunge the F grade which will adversely affect GPA?
- Why are instructors assigning W's instead of F's at the end of the semester?
- How many students retake a class after a W?
- How many students retake a class after an F?
- How do the students that retake a class that they withdrew from perform?
- How do students that retake a class after an F perform?

Additional Questions/Concerns/Comments:

- Why do students only have a few days to decide to drop a course and get 100% of their money back? Some colleges allow a two-week drop/add period.
- Why are drop dates on Saturdays and Sundays?
- Faculty training is needed. Faculty should not be dropping students after midterm. Faculty should not be dropping students because of performance – only attendance.
- Faculty Inservice may be a time for training.

Committee Goals for 2019/2020 Academic Year

- Inform Faculty to stop W's after drop date: talk to IT about making it not an option or requiring chair/dean approval.
- Inform students- making the info more public facing
- Suggest changing drop dates to weekdays
- Explore the option of two week drop/add period

● VP Kosrow Requests:

Beth presented information regarding a request from VP Kosrow regarding placement testing and formal letters of suspension and dismissal. This was discussed briefly. The committee agreed to review draft letters but not create the letters. It was suggested that we look at the 'form letters' used at our sister institutions. The placement policy will need to be addressed next year. The committee is focusing on the withdrawal rate this academic year and will not have enough time to tackle the placement policy.

Action Items

- Contact a representative from Financial Aid about financial implications of withdraws
- Contact Kurian about researching what happens to students after they withdraw. What happens to repeaters: those that repeat after a W and those that repeat after an F.
- Contact IT about not allowing instructors to assign a W grade for a final grade.

- Contact IT? Student Services? about making the drop dates more public facing

The meeting was adjourned at 3:10pm.

The minutes are respectfully submitted by Beth Dunn.