

Triton College
Academic & Scholastic Standards Committee
Minutes, November 6, 2019

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on November 6 at 2pm.

Present: Frank Alvino, David Bowen, Jennifer Davidson, Beth Dunn, Pamela Harmon, Kevin Li, Jennifer Linderman, Kent Randall, Ken Smith, Paulina Sobieralski, Linda Wilkins.

Housekeeping

- The October Minutes were approved
- Welcome new members: Pamela Harmon, Dean of Health Careers and Public Service Programs, Ken Smith, Director of Admissions, Jennifer Linderman from Financial Aid, and Linda Wilkins from Records.
- Changes in the ASSC bylaws will be voted on at the November Senate meeting. The changes include administrative representatives and an addition of resource members from financial aid, advising, student services, and records.

Updates/Discussion Points:

- Placement Testing
Current BOT Policy 5201 requires all new students to take a placement test. This is interfering with enrollment of Dual Credit students and students wishing to take continuing education courses. The committee discussed this at length last year, and made some revisions. The topic was tabled because ICCB was recommending multiple measures be used for placement. As a result of all of this, and the recommendations of both VP Campos and VP Koslow Martin, the committee has decided to revisit this topic. We decided to research the placement policies of other 2-year colleges. Several members volunteered to research one school. We will look at the research in December and draft a proposal afterward.
- Disciplinary Letter
The letter was supplied by VP Koslow Martin's office. The committee discussed this at length.
This led to some questions/concerns/suggestions:
 - What are the different levels of discipline?
 - Who is this letter sent to in addition to the student? Financial aid? Counseling?
 - The letter should include why the student is suspended and refer to the policy. It should make suggestions and recommendations.
 - The appeal process should be included with the letter.
 - The letter should include steps on how to be removed from suspension.

- Several committee members questioned why the student is being told not to attend classes. We believed the student should have been prevented from registering. There must be an internal mechanism that prevents registration.
- The letter has a grammatical error in the last sentence of the first paragraph. Should read: “academically dismissed”

- **Withdrawal Policy**

One of the questions we asked the research department is what happens to students after they withdraw. The results indicate that students that withdraw from a class (or are withdrawn from a class) – withdraw from Triton College completely. We will ask the research department to complete the same research for F grades.

Pat Zinga and Jennifer Linderman, from financial aid, indicated that a grade of W does not impact GPA calculation but an F does. Students receiving financial aid must complete 67% of all attempted coursework and maintain a 1.0 GPA in their first term of attendance and a 2.0 cumulative GPA thereafter. More F’s instead of W’s could hurt students.

The committee had discussed requiring a faculty signature before a student withdraws themselves from a course. Health careers is piloting this program. Pam Harmon found that requiring a signature was cumbersome at the beginning of the term when students need to drop and add courses in the first week of class.

The committee continued to advocate not allowing instructors to assign W grades at the end of the semester (or after midterm.) The research indicating that students that receive a W grade withdraw from Triton College seems to indicate this may be worth considering.

The committee discussed the merits of instituting a college wide attendance policy. It was decided that we would design and distribute a brief survey to get faculty opinion.

Action Items

- **Research Placement Policies**
 - ✓ Pamela Harmon – College of DuPage
 - ✓ Jennifer Davidson – Joliet Junior College
 - ✓ David Bowen – Oakton
 - ✓ Kent Randall – Moraine Valley
 - ✓ Kevin Li – Harper
 - ✓ Paulina Sobieralski – Waubonsie
 - ✓ Beth Dunn - Elgin

The meeting was adjourned at 3:10pm.

The minutes are respectfully submitted by Beth Dunn.