

Academic and Scholastic Standards Committee Meeting

Meeting Minutes: September 2, 2020

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

Present: Frank Alvino, David Anderson, David Bowen, Sandra Bowling, Jennifer Davidson, Beth Dunn, Joyce Fritz, Pamela Harmon, Nicole Kowalik, Dorota Krzykowska, Kevin Li, Jennifer Linderman, Victor McCullum, Kent Randall, Ric Segovia, Ken Smith, Jocelyn Velaquez, Linda Wilkins

Housekeeping

We welcomed new members: Dorota Krzykowska from Advising, and student representatives from the scholars program, Nicole Kowalik and Jocelyn Velazquez

All Fall semester ASSC meetings will be in Zoom. The meeting times for fall and spring semester are at 2pm:

- September 2
- October 7
- November 4
- December 3
- February 3
- March 3
- April 7
- May 5

Updates/Discussion Points:

- Placement Testing Update. Please see [BOT Policy #5201](#) Beth reported that the policy was approved and can be found in the policy handbook. She thanked everyone for their support and efforts.
- Goals for 2020/2021 School Year
 - Collaboration with Guided Pathways Steering Committee
Beth contacted Shelley Tiwari, the chair of the Guided Pathways Steering Committee in June asking if there was a way that the ASSC could support their efforts. They met and presented these three suggestions:
 1. Withdrawal policy/procedure- I know the ASSC committee has talked about this before and this issue very much fits with the larger context of pathways discussions- this is

about removing barriers for students. Our lax withdrawal policy or lack there of makes it very easy for students to drop out. The drop date of Ws is also a related issue that needs to be addressed.

2. Policy on number of times a student can retake a class- this fits with the pathways work as well. Currently students can take a class as many times as they want and we don't have any policy on that. This practice goes against the goal of students completing their programs and recommended "paths" on time.
3. Policy on financial aid- stronger guidelines on financial aid and making sure that only degree courses are covered. In the spirit of guided pathways if we want students to stay on track and complete on time, we should be having conversations about this issue as well.

The committee discussed the three suggestions at length.

#2 There is a limit on the number of times a student can repeat a class. It is listed on the course outline.

Nursing and Health Careers students must meet with faculty and chairs before withdrawing from a course. They are told the implications of a withdraw on their Academic Progress.

Follow up:

- ✓ An early alert mechanism needs to be put in place at Triton for all students, similar to what happens in health careers. Students need to be aware of the implications of a W on their academic progress and possibly financial aid.
- ✓ Reach out to the Curriculum Committee. Have them present the policies and procedures to ASSC
- ✓ Reach out to other committees – possibly ASC for support with an early alert system for Student Academic Progress.

#3 The financial aid office has begun the arduous process of updating colleague to implement the policies already in place.

Follow up:

- ✓ Ask Pat Zinga and Jennifer Linderman to present the financial aid implications of withdrawals.
- ✓ Again, an early alert system needs to be in place to alert students to their financial aid status as it relates to their GPA and Academic Progress.

What do other successful schools do?

Shelley Tiwari suggested that Oakton Community College has a mechanism in place that encourages students to complete their course work and discourages withdrawals. The committee will research this policy/mechanism.

Follow up:

- ✓ David Anderson will research Oakton's policy
- ✓ Beth Dunn will ask Kurian and Shelley for research related to what successful community colleges (In Illinois and Nationally) do.

What about the IT Piece?

IT was brought up when we discussed Financial Aid and when we discussed the updated testing policy. Has IT made the changes required to implement the newly adopted Academic Placement Policy.

Follow up

- ✓ Invite IT to an ASSC meeting to talk about the implementation
- ✓ Or notify IT of the policy changes

Our 2020/2021 Goals:

- **Present a Withdrawal or Academic Progress Policy to the Senate**
- **Help develop a mechanism that encourages completion and discourages withdrawals.**

Other Questions:

- Should instructors drop students for not attending or just assign an F?
- What are the implications of instructors not withdrawing students?
- Should instructors be able to withdraw up to 10days?
- Why isn't there an official Board Policy?
- What do other colleges do? How do we research this?

Action Items:

- ✓ **Meet with Guided Pathways Steering Committee. Tuesday, September 15 at 12:30pm (Jennifer Davidson and Kevin Li)**
- ✓ **Research [Oakton Community College's Policy](#) (David Anderson)**
- ✓ **Ask Kurian and Shelley for the list of schools with the lowest withdraw rates. (Top 5 nationally and top 5 in Illinois) (Beth Dunn)**
- ✓ **Possible Collaboration with Academic Support Committee (Beth Dunn)**

Next Meeting: October 7, 2020

Current Policies and links for reference:

[BOT Policy #5206 Class Attendance](#)

From the website:

How do I withdraw from a class? —

If you wish to withdraw from a class after regular registration, you must withdraw officially by submitting a withdrawal form to the Welcome Desk prior to the withdrawal deadline or by withdrawing from the course in your [MyTriton Portal](#). A student who does not withdraw officially from a class is subject to an "F" grade. Remember, if you are not attending a class, it is your responsibility to drop the class. Your teacher cannot and will not automatically drop you.

Talk to your counselor about deadlines for dropping classes or you can refer to the Academic Calendar (Deadlines differ depending on the start/end dates of the course) or view your schedule in your [MyTriton Portal](#).

Your counselor can also help you explore the pros and cons of your decision. Withdrawing a class may impact your financial aid or athletic eligibility. Check with those departments or a counselor before withdrawing a class.

From Triton College Catalog 2019-2020 (also on Website)

[Schedule Changes/Withdrawals](#)