

## Academic and Scholastic Standards Committee Meeting

Meeting Minutes: November 4, 2020

**Call to Order:** Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on November 4 at 2pm.

**Present:** Frank Alvino, David Anderson, David Bowen, Sandra Bowling, Jennifer Davidson, Beth Dunn, Joyce Fritz, Denise Jones, Nicole Kowalik, Dorota Krzykowska, Kevin Li, Jennifer Linderman, Kent Randall, Ric Segovia, Linda Wilkins.

### Housekeeping

The October minutes were approved.

### Updates/Discussion Points:

- Oakton's Withdrawal Policy/Procedure was discussed. (Shelley Tiwari indicated that the withdrawal rate at Oakton was exemplary and that their process/procedure was one that ASSC should examine)
  - [Oakton's Withdrawal Policy](#)
  - [Administrative Withdraw Appeal Request](#)
  - [Refund Schedule](#) Classes began 8/24/2020
  - Standards of Academic Progress: [SOAP](#)
  - [Grading Policy](#)

### Key Discussion Points:

- Oakton allows 100% refund up to one week and 50% refund up to two weeks after classes begin. Triton's policy is stricter. Anecdotal data shows that students that register for a class late are not successful. Triton may need a policy that allows some movement between classes. The petition process is cumbersome. Requiring a physical petition be signed by student, instructor, chair, then dean is not student centered and is too time consuming. The three deans indicated they waste time tracking down students to get all the necessary information. D. Bowen suggested we create an online petition form. He suggested that a drop-down menu could indicate what type of petition it is and then signatures could be electronic.
- SOAP: Oakton has a mechanism in place to encourage Academic Progress and deter withdraws and failures. Triton also has this Standards of Academic Progress intervention program in place. Dean Jones explained Triton's process.
- The grading policy at Oakton is very different – needs more research

- Oakton allows students to withdraw for medical and emergency reasons up to 2 years after the withdrawal date.
- Research from Kurian
  - Withdrawal pattern shows that students are assigned W grades by instructors all the way up to the last day of classes and on the final grade report.
  - The vast majority of withdrawals are done by instructors. ASSC discussed at this meeting that this does not happen at many of our sister colleges.
    - Do our sister colleges allow instructors to withdraw students?
      - ✓ North Central (instructor withdrawals allowed only up to 90% of class or 14<sup>th</sup> week)
      - ✓ Oakton (only after week 1 or at midterm)
      - ✓ Harper (No central class attendance record is kept other than a required midterm report)
      - ✓ Moraine Valley (instructors cannot withdraw students) [SOAP](#)
      - ✓ City Colleges (non- attendance taking, each instructor has Active Pursuit criteria – this may include attendance requirements, instructor can withdraw at midterm)
  - What happens to a student that withdraws?
    - The majority of students that withdraw from a course do not return to Triton. They do not enroll in a course in the following semester.
    - This research indicates that instructors that assign W's as a mercy grade are not doing a service to their students. Many instructors believe that students will benefit from a W vs an F. The research shows that is not the case. The students that are assigned W's are not returning to Triton. They are either dropping out of school all together or are taking their courses elsewhere.
- What can ASSC do?
  - Professional Development for adjunct and fulltime faculty

- Educate students
- Policy Improvement/Adjustment
- Advise multiple types of policy revisions
- Not allow instructors to withdraw students after midterm verification
- Automate the petition process
- Lengthen a drop/add period at the beginning of the semester.

#### Action Items:

- 1. Beth Dunn will create a google form to collect a list of recommendations of action items from the committee members.**
- 2. Beth Dunn will then create a google form asking ASSC members to prioritize the list of action items that are collected.**
- 3. The two google forms will be completed before the December meeting.**
- 4. Beth Dunn will email the data from Kurian**

#### Next Meeting: December 2, 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](#)

