

Academic and Scholastic Standards Committee Meeting

Meeting Minutes: December 2, 2020

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

Present: David Anderson, David Bowen, Sandra Bowling, Jennifer Davidson, Beth Dunn, Joyce Fritz, Pamela Harmon, Nicole Kowalik, Dorota Krzykowska, Jennifer Linderman, Victor McCullum, Kent Randall, Derek Salinas-Lazarski, Ken Smith, Linda Wilkins Tracy Wright.

Housekeeping

The November 2020 meeting minutes were approved.

Spring2021 Meeting Times/Dates will remain the first Wednesday of the month at 2pm on Zoom.

February 3

March 3

April 7

May 5

Updates/Discussion Points:

Discuss Google form responses: There were 5 action items identified by committee members:

1. Revise the Drop/Add Period
2. Restrict Instructor Initiated Withdraw after midterm verification
3. Limit the number of times a student can repeat a course
4. Automate/simplify the Petition Process
5. Require the student to meet with instructor before withdrawing from a course.

Committee members then ranked the items. The following list shows the order of importance:

1. Automate/simplify the Petition Process
2. Revise the Drop/Add Period
3. Require the student to meet with instructor before withdrawing from a course.
4. Limit the number of times a student can repeat a course
5. Restrict Instructor Initiated Withdraw after midterm verification

Discussion

The remainder of the meeting centered around a strategy to recommend/implement an automated petition process. The committee tried to identify what we needed petitions for. The committee brainstormed and came up with this list of forms: late add, waiving a pre-req, credit for experiential learning, transcript credit, course substitutions, GECC, proficiency credit, then grade change and an "other" category. This list was consolidated into the following categories: Registration, Grade Change, Course Substitution, Withdraw and Other. Linda Wilkins

pointed out that there is are two pdfs of petitions on the records page of the website. Beth Dunn indicated she would look into those.

While discussing what the new petition process may look like, it was pointed ot that we didn't want to inundate certain parties with hundreds of emails. We need to consider a process so that the form passes through the correct channels easily and doesn't create more work for one specific group.

The meeting concluded with Beth indicating she would create a google doc to gather more ideas about what forms are needed.

Next Meeting: Wednesday, February 3 at 2pm.

CLICK THIS LINK TO JOIN MEETING:

<https://zoom.us/j/98819739211?pwd=eTNJcFVVMTdZbE5WWjcwS2FFMEdjdz09>