

Academic and Scholastic Standards Committee Meeting

Meeting Minutes: February 3, 2021

Call to Order: Beth Dunn called the regular meeting of the Academic and Scholastic Standards Committee (ASSC) to order on February 3 at 2pm. The meeting was held virtually on Zoom.

Present: Jennifer Davidson, Beth Dunn, Joyce Fritz, Pamela Harmon, Denise Jones, Dorota Krzykowska, Jennifer Linderman, Victor McCullum, Kent Randall, Ric Segovia, Derek Salinas-Lazarski, Ken Smith, Linda Wilkins Tracy Wright. Guest: Hilary Meyer.

Housekeeping: The December meeting minutes were approved.

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

<https://zoom.us/j/98819739211?pwd=eTNJcFVVMTdZbE5WWjcwS2FFMEjdz09>

February 3

March 3

April 7

May 5

Updates/Discussion Points:

CRM ADVISE

Deans Denise Jones and Hilary Meyer shared information related to CRM Advise. CRM Advise is a communication relation management tool. Triton is purchasing and implementing it to provide support for the 2nd and 3rd pillars of the guided pathways. It will help identify at risk students and will document interaction with the student. The advantage is that it frees the instructor to focus on instruction and less on administrative duties. CRM advise will use analytics from Blackboard to identify at risk students and can send alerts to the student to get them back on track. ASSC's part in this is that it ties in with our 2020/2021 goal of recommending policies and procedures that will increase retention and keep students from Withdrawing. ASSC was asked their opinion of the product and implications related to the fact that all faculty need to be using Blackboard for attendance and grades for it to be affective.

Kent Randall stated that taking attendance on Blackboard is cumbersome. The names of the students in BB Collaborate are listed in alphabetical order according to their first names and the order is shuffled as students come late or leave early.

Question arose related to what is attendance? Dean Harmon stated that the policy should be stated in the syllabus.

Deans Meyer and Jones needed to attend another meeting. They asked for ASSC to reach out to them with any follow up questions.

Withdraw Policy/Procedure Updates

Beth stated that the previous decision to recommend an automated petition process was beyond the scope of this committee. All ASSC can do is offer a recommendation and let IT and administration work out the details.

Beth provided results from A&S Spring Faculty Workshop.

These were questions from A&S Faculty (both full time and adjunct)

- Ask research for data from the same time period as the W data. What happened to the students that received F’s?
- What are the Financial Aid Implications?
- Meet with counselor or advisor – could this be automated?
- W’s are assigned because they didn’t show up , will they show up for a meeting?
- How about an Intention that triggers a report that prompts a phone call....
- Do we have an official college wide policy
- Require a COL course that addresses implications of W
- College Wide policy for W, D, F
- Require student to repeat a W the next semester.
- Require to meet with instructor and Not allow instructors to assign W after midterm also received very negative reactions.

The frequency table shows the results of the question asking faculty to rank which item was most important.

SUGGESTIONS	FREQUENCY
Limit the number of times a student can take a course.	0
Require students meet with instructor	21
Educate students about the implication of a W (Require student to meet with advisor/counselor)	22
Not allow instructors to assign W as a final grade (except in extreme circumstances)	18
Lengthen Drop-Add period	1

Beth indicated there was great opposition to #4 Not allow instructors to assign W as a final grade. There was also great opposition to #2 because it may be a violation of the contract and an extra duty.

Tracy indicated that #3 should only say “advisor” not counselor.

These were some of the suggestions:

1. Automate the petition process. A student fills out an online petition that is then automatically emailed to the necessary channels for example: Instructor --> Chair-->Dean --> Registration
2. When a student withdraws on the portal a pop up window appears warning them of the financial and academic consequences.
3. When a student withdraws on the portal an email is sent to the student with the financial and academic implications
4. When a student withdraws an email is sent to the instructor of the course.

The committee agreed that we needed a representative from IT to come to the meeting to talk about the feasibility of our ideas.

The committee decided more research was needed:

- ⇒ Beth will contact Kurian for data that tracks students that received an F in Fall2016 through Summer 2019.
- ⇒ Linda and Jennifer L will provide a list of financial implications of a W
- ⇒ Dorota will provide a list of academic implications of a W
- ⇒ Beth will contact Michael Garrity and ask for a rep from IT to attend our March 3 committee meeting.

The meeting ended at 3:05pm

Next Meeting: March 3 at 2pm

CLICK THIS LINK TO JOIN MEETING:

<https://zoom.us/j/98819739211?pwd=eTNJcFVVMtdZbE5WWjcwS2FFMEdjdz09>

Meeting minutes respectfully submitted by Beth Dunn