

Academic and Scholastic Standards Committee Meeting

Meeting Minutes: May 5, 2021

Meeting in Zoom at 2pm

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

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

April Minutes Approved: Frank Alvino's name was added to the list of attendees at the April meeting.

Updates/Discussion Points

Report on Discussions Regarding the Syllabus Policy: Beth shared all that happened leading up to today's meeting. She met with VP Campos, Julianne Murphy (Chair of Curriculum) and Krysti Reese (Chair of Assessment) to discuss the "Departmental Syllabus" which will replace the current Course Outline and to discuss changes to the syllabus board policy to align the policy with the "Departmental Syllabus" document. The discussions centered around using the same language across all documents at Triton College. At the discussions different names for learning outcomes were considered: "student learning outcomes", "topical outcomes", "course outcomes", etc. Beth explained to ASSC that in conversations with Lauren Kosrow, and at the Assessment Institute, it became clear to her that General Education, Program, Course, and Topical Learning Outcomes were ALL "Student Learning Outcomes". Therefore, it would not be clarifying to put "Student Learning Outcomes" on the syllabus policy. VP Campos, Julianne, Beth and Krysti decided Course Learning Outcomes would be added to the "departmental syllabus". The current Course Outline lists

"I. Overall Learning Outcomes"

"Overall Learning Outcome(s) should reflect broad categories, skills and/or competencies related to content of Topical Outline. Complete the following statement in 1 or 2 sentences. Refer to the CCC Handbook for examples."

This will now be listed as "Course Learning Outcomes" and will include an expanded list of 3 – 7 Course Level Learning Outcomes. These are the course outcomes that will be assessed.

Now the task was to align the syllabus board policy with the terminology and requirements of the "Departmental Syllabus."

Beth shared both syllabus recommendations and syllabus examples from ICCB and IAI. Both recommendations list “Student Learning Outcomes” but the sample syllabi are not similar. IAI lists only Course Learning Outcomes and then a detailed weekly schedule. ICCB lists what appears to be Course Learning Outcomes and Topical Learning Outcomes, but the document was very old (from September 2003). The language was not clear nor was it current.

Beth then presented the changes to the current board policy drafted by Beth, Julianne, Krysti and VP Campos. At today’s meeting ASSC discussed and debated the proposed change to the policy. Please note that Victor McCullum, on behalf of his department, objected to a prescribed delivery of material that the “Departmental Syllabus” indicated. His department also objects to the term “Departmental Syllabus”. Beth shared that the “Departmental Syllabus” name is not final, Curriculum is discussing what to call the document. She also shared that faculty do not have to use the form as their syllabus. Faculty are free to arrange the course content however they like, as long as they are covering all the topical learning outcomes listed for the course on the “Departmental Syllabus.”. The majority of the committee felt that we needed more time to discuss these changes with our departments. ASSC made revisions to the proposed draft. The current draft with those changes is included at the end of this document.

Beth then shared that she was frustrated with the speed with which this change was presented. The committee spent an entire year revising the syllabus policy in 2018/2019. The timeline then allowed for discussion in department meetings and at Senate. Since any change to the syllabus board policy has a direct impact on every single member of the faculty it doesn’t seem right to pass this through without allowing all faculty to have a voice. She was asked why it was being rushed. Beth shared that VP Campos explained that it would directly impact progress being made with the transition from TK20 to Watermark.

She then asked for a vote: The vote was on whether we should present the policy to senate for discussion. The majority voted “YES”. The policy will be discussed at Senate but not voted on.

Automated Processes

Beth will present the committee’s recommendations regarding updates to the Withdraw page (clarifying the roles of advisors and counselors, and providing financial and academic implication information) on the student portal and automating the petition process.

Withdrawal Policy

Beth shared changes to the faculty survey with the committee. A question was added asking faculty about the role of the student in the withdraw process. She asked if it was too late to send out the survey. The committee agreed that the info collected would be

valuable. The survey will be sent to all faculty. It includes a brief description of the problem and asks 5 simple yes/no questions. It also includes a space for faculty comment. She will ask VP Campos for assistance with the distribution.

Here is a link to the survey: [Faculty Survey](#)

Assessment

Beth has been working on the ASSC 2020/2021 Assessment. She announced all of the accomplishments that committee has made. She explained that she has been frustrated these last few years because the committee's goals always seem to get sidetracked by requests from higher up. While that work is important it is frustrating when we have to put a halt to the work being done. This year she tried to preemptively ask the VP's if they had anything they wanted the committee to work on this year. Both VP's directed her to the Guided Pathways Steering Committee. The steering committee asked us to work on the Withdrawal Policy. We were making progress, MADE a lot of progress, but this past month all of that work stopped while we focused on the Syllabus Policy – and tried to get that through between meetings. That was frustrating.

Resignation

Beth will be resigning as chair of the Academic and Scholastic Standards Committee. She is on the Assessment Committee and is chair of the Peer Review Panel subcommittee of Assessment so she will be stepping down from ASSC completely. She thanked everyone for their support over the years. She will end her term at the end of this semester.

The meeting was adjourned at 3:00pm.

Next Meeting: TBD

BOARD OF TRUSTEES, DISTRICT 504

ACADEMIC AFFAIRS

COURSE SYLLABI

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POLICY6080

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

The Triton College Board of Trustees and the College President require that an up-to-date instructor-developed syllabus based on the college-approved course outline be required for each course.

The syllabus is to include:

1. General Course Information
 - a. Course title, catalog number, section
 - b. Semester, year
 - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
 - d. Class dates, meeting times, location
 - e. Last day to withdraw with a "W"
2. Instructor Information
 - a. Name
 - b. Contact information: phone, email, preferred method of communication
 - c. Office location
 - d. Conference availability: hours and location
3. Course Description
 - a. Course description from catalog
 - b. IAI designation (as indicated)
 - c. **Course outcomes** Change to "Course Learning Outcomes"
4. Instructional and Technological Information
 - a. Required materials
 - b. Prerequisites
5. Course Assignments and Assessments
 - a. Grading policy
 - b. Missing/Late assignment Policy
 - c. Final exam date
 - d. **Weekly schedule of readings and assignments** Change to "A topical outline and weekly schedule with specific details of topical learning outcomes, assignments, activities, and/or readings."

ADOPTED: 06/25/91

AMENDED: 05/18/93

AMENDED: 08/17/99

AMENDED: 04/28/09

AMENDED: 07/16/19

6. Course Expectations

a. Attendance requirements

b. Academic Honesty statement:

“Triton College closely adheres to principles of academic honesty and integrity. The Academic Honesty Policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, the investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are therefore considered serious violations. Furthermore, all incidents of cheating will result in a disciplinary response from college officials. The policy is outlined in the student handbook”.

7. Disability and Academic Accommodations statement:

“Students needing academic accommodations due to a medical condition/ disability must make their request at the Center for Access and Accommodative Services (CAAS), Room A-125. Instructors are not required to provide accommodations until the student presents their CAAS card to them. Students will be given a CAAS card that lists the accommodations for which they have been approved. Students are required to show every instructor their CAAS card each semester within the first week of classes. Students taking online classes must scan both sides of their CAAS card and email it to the instructor informing them of their accommodations.”

8. Graduation Petition Deadline

Instructors must give a copy of the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.