

**TRITON COLLEGE  
DISTRICT #504**

**MEETING MINUTES  
Academic Scholastic Standards Committee  
3 November 2021**

**CALL TO ORDER**

The regular meeting of the ASSC committee was called to order at 2 pm, November 3, 2021, via M142F/Blackboard Collaborate, by Roseanne Feltman

**PRESENT:**

David L. Anderson	CIS Dept
David Bowen	Math Dept
Jennifer Davidson	Dean, Business and Technology
Roseanne Feltman	Math Dept
Pam Harmon	Dean, Health Careers and Public Service
Paul Jensen	AVP, Academic Technologies & Careers/ Interim Dean A&S
Dorota Krzykowska	Advising
Jennifer Linderman	Financial Aid
Victor McCullum	Behavioral Sciences Dept
Kent Randall	Visual, Performing, and Communication Arts
Ken Smith	Director of Admissions
Tracy Wright	Psychology Dept

**Next Meeting:** December 1, 2021 at 2:00pm via M142F or Blackboard Collaborate

**MEETING ITEMS:**

- Roseanne called the meeting to order at 2:01 p.m.
- The committee had a brief discussion about Roberts Rules of Order for running the meeting and voting on the minutes as well as what was needed for a quorum (50% of voting members present).
- Paul motioned to approve the October 2021 minutes and Tracy seconded. The minutes were reviewed and approved with one revision to move the next meeting information from the end and placed after the list of attendees.
- There was a review of committee membership. Roseanne mentioned Dorota will make a recommendation to the committee for student representation. The committee picked up an earlier discussion about adding an advisor as a voting member to the committee which was suggested by Denise Jones. In the senate meeting last month, the question came up about whether or not there would still be more than 50% faculty voting on the committee. After a review of members, if an advisor was added as a voting member there would still be more than 50% faculty. Rosanne will ask Denise to prepare justification to be reviewed by the committee and presented at a future Senate meeting.
- The group talked about the Syllabus Board Policy 6080 and Rosanne referenced two emails (provided in Blackboard). One message was from Nancy Rizo, co-chair of the Greening the Campus Committee. She requested a modification to the last statement on Policy 6080 specifically stating it was okay for faculty to distribute the syllabus

electronically to students. This would not prohibit faculty from distributing a hard copy. The other message was from Christopher Clem, chair of the Academic Support Committee. He recommended that ASSC work with his committee to revise Policy 6080 by removing the quoted language and referencing only the statements that must be included in the syllabus. By removing the actual quoted language in the policy, the statements can evolve if or when needed without a request to modify the Board policy. A recommendation was made for Roseanne to contact Michael Flaherty for guidance on the proper procedures to move through the changes in Senate.

- There was a recommendation for next month, to provide before and after language of the Syllabus Policy for review and to send it to the committee ahead of time so it could be reviewed. Then the committee will vote.
- Draft of proposed language updates to Board policy as discussed:

6. Course Expectations

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.

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

Future meeting topics:

- Automated process
- Withdrawal policy
- Assessment

**The meeting was adjourned at 2:55 p.m.**