

Academic Standards, Outcomes Assessment and Faculty Affairs Committee
Thursday, January 17, 2007 in LRC201 at 2:30
Minutes

Attendees: Dr. Oleks, Dr. Weave, T. Gift, V. Stein, L. Viar, M. May

Charge 1: Review basic skills course placement/exit criteria and the College's entry assessment criteria, with particular emphasis on who is assessed and who receives waivers, and develop a policy accordingly.

The committee reviewed Diane Weaver's proposed policy draft for this charge. There were a few items that must be answered by committee members who were not present.

1. Brad - Once a student has taken 6 or more credits at HCC, is there a way to create a "rule" that will trigger a message that the student must take English and math placement tests? This would be similar to BIO103. A similar "rule" should also be written for IST102. Are there any other courses that placement tests are required?
2. Jennifer – we have a statement *All students seeking a degree . . .* Question: Do all students (including Essence students) take placement tests? Please bring a list to the next meeting.
3. Jennifer – Page 15: Is this correct: *Essence students do not have to satisfactory scores in college placements tests (third bulleted item under Essence II, they must).*
4. Rather than list all the courses that require a placement test, we would add a statement similar to: *Selected courses may require additional placement exams. See itemized list . . .*

Diane Weaver sent a rough draft of this policy which is attached. (Thanks, Diane). Please review and add comments for the next meeting.

Charge 2: A policy regarding a time limit for completion of discontinued programs should be established.

Melinda May presented information from her research of other colleges. (A draft is attached to these minutes. Thanks, Melinda.)

Charge 3: Develop a policy for the evaluation of letters of recognition (LORS) and for short-term certificates.

This Charge was tabled until the next meeting. At that time Jennifer Fisher will report on policies from other colleges, and committee member will report the input from their Division (Ask your Division if the credits earned towards a LOR or short-term certificates should be added to the student's current GPA or should it be exempt.)

Charge 4 Develop policy statements regarding eligibility for independent study, guided instruction, and study problem classes.

Suggestions were made to modify the current catalog language: *Independent study makes it possible for qualified students to pursue topics of special interest for credit beyond the course offerings at the college. Each division of the College permits the qualified student to negotiate a course of study contract for variable credit from one to six credits. Interested students should contact the appropriate . . .* Lee Viar will re-write the paragraph from the 2007 Catalog page 80 for the February 7 meeting.

If you can not attend, please send a substitute. Lance Baker will be the recorder for the February meeting. Terrie Angle will be the designator recorder for April meeting.

Recorders

Trudy Gift

Dr. Judy Oleks

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