

Academic Standards Outcomes Assessment and Faculty Affairs Committee
Meeting Notes
Thursday, October 9, 2008

Committee Members Present: Dr Oleks, Dr Weaver, Trudy Gift, Brad Shepard, Jennifer Fisher, Lance Baker, Jeff, Melinda May, Debbie McClain, Jeff Morgan

Trudy Gift opened discussion for election of a new co-chair. The co-chair will work with Judy to run the meetings, reserve the room, email meeting agendas, and give a committee report at Faculty Assembly. Melinda May volunteered for the co-chair position.

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.

After noting the need to correct the italicized y, Diane motioned to accept this charge, and Jennifer 2nd the motion. This charge will be sent to the November division meetings for discussion. The new co-chair, Melinda will send an email of this charge to Bo Myers and _____ for discussion in the physical education dept and _____.

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

Brad noted to have *student's* changed to *his/her* and that credits to graduate is 64 not 60. After a round of editing to clarify the need not to exceed 9 combined credits, Judy moved for this charge to be accepted by the committee. Diane seconded the motion and this charge will be sent to the November division meetings.

The question of how students will be notified about the discontinued program was brought up. The committee agreed this question is process and not policy and will not be addressed by this committee.

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

We had much discussion on 2.0 a cumulative grade point average overall or just within the course work for the certificate or LORS. The calculation of the 2.0 grade point average within the course-work would have to be done manually. Some suggestions about separating LORS and Short term certificates into separate policies, but this made the issue very complicated. On page 45 in the current handbook, exceptions to the minimum 2.0 GPA requirement for a LORS or short term certificate can be reviewed by the academic advisor. So the exception for this policy is currently in place in the handbook. Dr Oleks will talk to Barb Macht this charge.

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

With a few editing suggestions, this charge was motioned by _____ and seconded by _____ to go to the November division meetings. The one suggestion brought up was that a written form be required for the independent study class. This form will list in writing which course will be replaced by the independent study class and that the department chair will sign in approval.

Charge 5: Develop a policy that requires students to take the Measure of Academic Proficiency and Progress (MAPP) the test prior to their graduation.

Veronica presented some information she found by looking at what other colleges are currently doing for this same assessment requirement. Trudy agreed to look over this information and draft a policy.