

**Academic Standards and Outcomes Assessment Committee
(ASOAC)**

Meeting Minutes

April 27, 2023 – 2:30 pm – STU 182

I. Permission to Exceed Two Programs Form

Laura announced that the “Permission to Exceed Two Programs Form,” based on the policy #4006 put forward by the ASOAC, has now been added to Passport:

<https://passport.hagerstowncc.edu/Home?ReturnUrl=%2FMyForms%3FviewId%3D1>

Students should fill out this form in collaboration with their Retention Specialist. The policy is already in the Board of Trustees book and will be added to the new catalog. The policy will be in effect Fall 2023.

II. Shared Governance

A. Review and discussion

Dean Ranalli and her committee members joined to discuss the following:

1. How a charge is created and developed

Dean Ranalli encouraged everyone to consult the “Guide to Shared Governance” <https://www.hagerstowncc.edu/docs/guide-shared-governance> for the process on charges (p. 6). Dr. Ranalli receives the charge first and then the charges go to Dr. Warner for his approval and thoughts.

2. Relationship between Faculty Assembly and Shared Governance: motions and charges

Any committee can make motions or submit a “research request” to the PIE office through the online form. It is up to the representative from the committee to follow up on the state of the motion. Charges are more formalized and follow the process on p. 6 of the Shared Governance Guide (as stated above).

3. What happens when a charge is rejected?

When a charge is rejected, it will still go to the larger Shared Governance Council to be discussed even if rejected by the VPAASS.

4. What happens when a policy is rejected?

This was not discussed.

5. What is the difference between FLIPTC and Faculty Affairs?

The Faculty Affairs Committee was separated from what used to be the Academic Standards, Outcome Assessment, and Faculty Affairs Committee. The jurisdiction of the Faculty Affairs Committee is to study the issues surrounding faculty load, promotion and tenure. In other words, the Faculty Affairs Committee replaced FLPTC.

6. How does ASOAC fit in with Middle States?

Laura reiterated the purpose of the ASOAC committee from the Shared Governance Guidebook:

- a) The Academic Standards and Outcomes Assessment Committee makes recommendations on policies that support and maintain high academic standards and assessment methodologies and systems with emphasis on student learning outcomes.
- b) Recommendations may include development of or changes to policies, procedures, activities, initiatives, opportunities, and/or strategic planning directions that are needed to support and maintain high academic standards, and/or an assessment system to measure students' academic achievement.

It was suggested that we examine the academic standards and the academic assessment system over the next year.

- B. Moving forward: what, under the purview of ASOAC, most needs addressed in the coming year?

It was suggested that, with Blueprint, academic standards be examined especially closely.

III. Other?

It was suggested that the Curriculum and Development Committee be made a College-wide committee rather than a "Shared Governance" committee.

Laura emphasized that shared governance needs to go "both ways" and committee information needs to be shared accurately at the division levels. To that end, it was decided that "draft" minutes would be sent out earlier, before division meetings so that representatives would have written information to share with colleagues.

IV. ASOAC minutes from 2.23.23 approved.

V. Adjournment

Minutes by Laura Renninger