

Academic Standards

MEETING MINUTES

Date: Friday, October 19, 2018

Time: 10:45 a.m.

Place: HSC Room 330

I. Call to order- Ashley Dougan called the meeting to order at 10:50 am

II. Roll Call

a. **The following committee members were present:**

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| • Ashley Dougan- Chair | Liberal Arts |
| • Dr. Susan Wache- Vice Chair | Liberal Arts |
| • Brandy Mendoza-Secretary | Health Sciences |
| • Vicki Badgley | Liberal Arts |
| • Scott Larkin | Liberal Arts |
| • Garrett Trussell | Career and Technical |
| • Pamela Teague | Career and Technical |
| • Dean Inman-Permanent | Administrative/Dean of Enrollment Services |

b. **The following committee members were absent:** Connie Short, Alma Turner

III. Approval of minutes from last meeting- Discussion was made for the required minutes for e-mail communication. Brandy Mendoza, accepted the task and will send when complete. A motion was made by Vicki Badgley to accept the minutes from the August 16, 2018 meeting. The motion was seconded by Garrett Trussell and the motion passed.

IV. Old Business-

a. Review The Student Code of Conduct Policy

- i. Discussion was made about changes made by Vanessa Williams, at the request of the committee members through e-mail communications. Vicki Badgley stated that her concerns were addressed with the Student Code of Conduct Policy and Procedures section at the beginning of the Policy which indicates who and when reviewed the policy and when the policy should be reviewed next. Concern was expressed by Susan Wache over the organization of the policy manual and some of the grammatical aspects which made the

document confusing. She stated that specific sections such as substance abuse and dress code being out of place. She also felt as though there was a need for cleanliness of the document for it to be more user friendly. Scott Larkin suggested the option of an index or chapters to make the document more unified. Dean Inman made a motion to accept The Student Code of Conduct Policy. The motion was seconded by Garrett Trussell. The vote passed 6:1 in favor.

b. Review proposal for BSTD English courses

- ii. Discussion was made the required data need to make an APM change. Vicki Badgley motioned to table the item until sufficient data, which will be requested by Ashley Dougan, from Dr. Stephanie Tulley-Dartez, is collected in order to complete the appropriate form to make an APM change. Dean Inman seconded the motion, there was no discussion and the motion carried.

V. New Business-

- a.** Review Accuplacer placement scores- Discussion was made by Dean Inman as to the scores analyzed so far are accurate. A motion was made by Dean Inman to accept the new scores on the Accuplacer. Garrett Trussell seconded the motion. Scott Larkin inquired about the location of the test for his review. The motion carried.
- b.** Review Academic Committee Task List from Academic Affairs Council
 - iii. Uniform model for turn in to VPAA office for agenda items (proposals and information)- Vicki Badgley suggested the Chair and Vice-Chair to work together or create an adhoc committee to develop a form and send it to the committee for a vote.
 - iv. Develop accomplished task checklist from with Chairman Signature to show the process and passing of request/proposals to Academic Affairs Council- This recommendation was declined by the academic standards committee.
 - v. Review all courses for consistent grade systems- Discussion was made that this item has already been voted on and sent to Academic Affairs. The policy has not been presented to Academic Affairs, therefore data will be gathered and sent to the next Academic Affairs Council Meeting.
 - vi. Determine the accurate policy for maintaining class sizes at 24 for in-class and 30 for online- discussion was made as to what the current policy is and if a change was needed. It was decided no change will be made at this time.
 - vii. Review all Course objectives in regard to clarity and consistency in academic standards, course and program learner to outcomes- this item will be sent to the appropriate Assessment Committee for review.

VI. Announcements: Dean Inman made a motion for Academic Standards to support Distance Learnings movement toward standardized online blackboard courses. The motion was seconded by Brandy Mendoza and the motion carried.

VII. Adjournment- A motion was made by Garrett Trussell to adjourn and was seconded by Connie Short. Committee adjourned at 11:44 am

Minutes submitted by: Brandy Mendoza