

# Academic Standards Committee

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## MEETING MINUTES

Date: October 11, 2021

Time: 4:00pm

Place: Microsoft Teams

### I. Call to order

- a. Mary Kate Sumner called to order, as the facilitator, the regular meeting of the Academic Standards Committee at 4:05pm on October 11, 2021 via Microsoft Teams.

### II. Roll Call

- a. ***The following committee members were present:*** Jennifer Baine, Pam Teague, Katheryn Bourne, Dr Ken Bridges, Jim Roomsburg, Nancy Whitmore, and Byron Winn.
- b. ***The following committee members were excused:*** Alma Turner, Jayna Winiecki, and Stephanie Tully-Dartez
- c. ***The following guests attended the meeting:*** Mary Kate Sumner, serving as facilitator.

### III. Approval of minutes from last meeting

- a. Byron Winn made a motion to approve the minutes of the committee meeting held on April 30, 2021. Dr. Ken Bridges seconded the motion. The minutes were approved as written.

### IV. Chair update – Jennifer Baine, Chair

- a. The following items were brought to cabinet as Action items and were approved:
  1. APM 3.06 – Syllabi
    1. Motion: To update APM 3.06 to include 3.06a-Master Syllabi & 3.06b-Course Syllabi guidelines and approve text for a standardized 3.06a procedure for all sections of a course for assessment, accreditation requirements, and course transfer. (Note: The Course Syllabi section guidelines will not be updated at this time).
    2. Multiple Measures of Placement (Catalog updated)
    3. Academic Appeals Process (Catalog updated)
    4. EMAT Course Changes (Catalog updated)
      - a. To approve the proposal to remove Composition I (ENGL 1113) as a pre-requisite to Scriptwriting EMAT 1013 (originally requested as COMM 1013).
      - b. To approve a proposal to create two new Special Topic Courses – EMAT 2903 and EMAT 2913 (originally requested as COMM 2903 and COMM 2913).
  5. APM 3.19 - Faculty Manual (APM updated)

### V. New Business

- a. Actions
  1. Elect Officers
    1. Vice-Chair

- a. *Vote: Nancy Whitmore nominated Dr. Ken Bridges to be Vice Chair. Jim Roomsburg seconded the motion. All approved.*
  2. Secretary
    - a. *Vote: Nancy Whitmore nominated Jim Roomsburg to be Secretary. Dr. Ken Bridges seconded. All Approved.*
  3. Parliamentarian – Discussion of having a Parliamentarian was had, and it was decided to not vote on a specific person. No vote was taken.
2. APM 1.10 Review and Update Functions
  1. Functions were reviewed and no changes were made
3. APM 1.10 Review and Update Membership
  1. Schedule was removed.
  2. Membership was reviewed, and the following changes were made.
    - a. “Continuing Education Staff Member” to “Division of Workforce and Continuing Education (1 representative)
    - b. “Dean of Enrollment Services) to “Dean of Enrollment Management (Advisory)”
    - c. VPAA (ex-officio) to (Advisory)
    - d. *Vote: Byron Winn motioned to approved the changes made to the membership, and Pam Teague seconded it. All approved.*
- b. Discussions
  1. Syllabi Taskforce – Discussion about the taskforce and a recommendation to consider asking Dr. Justin Geurin to be the chair of the taskforce.

## **VI. Announcements**

## **VII. Adjournment**

- a. A motion to adjourn was made by Jim Roomsburg, and seconded by Nancy Whitmore. The meeting was adjourned at 4:34.

*Minutes submitted by: Mary Kate Sumner*