

Academic Standards Committee Minutes
November 15, 2019
Room 330 Health Sciences Building
11:00am

Those members present: Susanne Wache, chair; Garrett Trussell, vice-chair; Brandy Mendoza; Connie Short; Jennifer Baine; Dean Inman; and Scott Larkin, secretary.

Call to order: 11:04am

Adjournment: 11:42am

We adopted the minutes of the August 14 meeting that had quorum by unanimous vote.

Susanne Wache, committee chair, called the meeting to order and proceeded to the first item of old business, the two pending academic forgiveness cases. After reading the students' letters and examining their transcripts, committee member Jennifer Baine motioned that we grant the forgiveness, Garrett Trussell seconded the move, and the committee voted unanimously in favor.

Next, the committee skipped to item three of old business: including a standard grading scale for master syllabi. After discussion, the committee resolved that deans and program directors, in consultation with their faculty, will decide on uniform grading scales for every section of a particular class and place these grading scales on the master syllabi template. For example, the Composition I master syllabus template would list a standard grading scale that would apply to all sections of this course and from which instructors could not deviate. This scale would be established by the dean and all full-time English instructors. Mentors and program directors would remind adjuncts and substitutes to follow the scale listed on the master syllabus. This practice will end the notion that one section is more difficult than another based on a more demanding grading scale.

Brandy Mendoza moved that we recommend to the Academic Affairs Council that standard grading scales be placed on each course master syllabi. Garrett Trussell seconded the motion and the committee voted unanimously in favor.

The committee then agreed to back track to item two of old business: course prerequisites and completing basic studies requirements. Recently, to improve enrollment numbers, instruction, and student morale, the college elected to increase the speed with which students could complete the remediation process. Traditionally, students scoring lowly on an admission test were required to take basic studies classes as prerequisites to enrolling in college level courses. Most often, this would take students two semesters to achieve, for example, if they take English I fall term and then English II spring term.

To expedite moving through the remediation process, beginning with fall term 2019, students who would have been placed in basic studies courses English II and Intermediate Algebra were allowed to move directly into college level Composition I and Math Reasoning courses with the additional requirement of attending a lab as well as a class session. The lab would help students remediate while they were also taking a course for college credit, one that would move them more quickly to college graduation, saving them time, money, and worry.

Since the college has a variety of math courses, students, on an individual basis, must consult a counselor to determine which class and lab to attend. However, for the Composition I course, there could be a standard change in all prerequisites that formerly named English II as a requirement. In a sense, the English II course that concentrates more on grammar, punctuation, usage and mechanics,

would be incorporated in the Composition I course with lab. This would raise student morale and confidence since they would make progress toward degree, graduation, and job more swiftly.

If a motion to make this change were accepted, it would require changing the college catalogue language for all courses listed in the catalogue with the English I or II pre-requisites. Now the prerequisite might read, one must score above the English I level and enroll concurrently in the Composition I with lab course. This action would eliminate the English II class and also necessitate its removal from the catalogue.

Jennifer Baine moved that we accept the elimination of the English II course and replace it with the Composition I class with lab and ask the college to revise the catalogue to reflect this change in pre-requisites for all college level courses desiring more reading and writing remedial practice. Brandy Mendoza seconded the motion and the committee voted unanimously in favor.

Finally, in new business, the chair discussed the meeting day and time and its conflict with other committee meeting schedules. Although there are occasional conflicts, the committee agreed, that to accommodate the important committee members from east campus who must teach on Friday morning, we should keep our regular meeting day and time the same, the third Friday of the month at 11am.

Lastly, the chair raised the issue of allowing accommodations for secondary culinary arts students. Chef and program director Lilli Ellen expressed concern about lowering grade standards and increasing safety issues involving students with special accommodations. The committee agreed to table this discussion until Lilli Ellen could be consulted as well as the new college director of counselling and the high school counsellor who works with special accommodation students.

Jennifer Baine then moved to adjourn, Dean Inman seconded, and the committee voted unanimously in complete favor.

Date: Wednesday, October 18, 2019 / updated November 13, 2019

Academic Standards Committee -MEETING AGENDA

–let me know if additional discussion points are to be added

Date of meeting: Nov. 15 ---Time: 11:00 a.m. --- Place: HSC 330

I. Call to Order

II. Roll Call

III. Approval of minutes

meeting minutes of August 14, 2019

IV. Old Business

Make motion to discuss:

1. Discuss the two ‘Academic Forgiveness’ cases.
2. Work with the Arts and Science faculty to determine how best to manage the change over of no more English II and no more Intermediate Algebra.

3. Review the Master Syllabus Template to include grade scale.

VI. New Business

Make motion to discuss:

1. *Lilli Ellen*—Chef, Director---Culinary Arts Program--- I have students (traditional and secondary from the high schools) who have a list of accommodations.

Some of these lists state that my classroom standards need to be brought down a few notches in order to include and grade certain students differently than others. So there are different standards for individuals throughout the classroom

2. **From:** Charley Hankins <chankins@southark.edu> -**Sent:** Thursday, October 17, 2019 3:59 PM-**To:** SACC-ALL SACC-ALL@southark.edu-**Subject:** Administrative Affairs Committee meeting

Administrative Affairs Committee will meet Friday morning at 10:45 in the ADM board room. - **From the APM: Meets 3rd Friday of every month**

VII. Announcements

VIII. Adjourn

Note: Next meeting is Jan. 15, 2020, 11a, HSC330