Minutes

May 13, 2016

Present:

Not Present:

Guests:

1. Overview from last week-
   * Introductions
2. College Council Feedback

*None*

1. Review Items
   1. Ability to Benefit- Nora Brodnicki
      * Used in ESL and basic Skills to deal with students who are outside the academic policy
      * Changing name to Educational Progress
      * Ability to Benefit was not appropriate for this standard since that terminology refers to a financial aid process
      * Finding a way to help students succeed when it looks like they might not be successful
      * Procedures in the old standard were very vague
      * There are students who are not covered by the academic standing policy
        + Low credit enrollment
        + Non-credit programs
        + Means these students can never be placed on probation
      * Basic structure of the previous policy is in the new procedure
      * With this standard the student can be placed in Educational Progress Alert for poor completion of non-credit courses or lack of progress towards outcomes
      * In the past some families have used these courses as a “sitting” opportunity for other family members that they care for
        + This standard was created to control such situations
      * Students have three terms to prove their skills and meet progress before they are suspended from the institution
      * If the student enrolls for 6 or more credits they will then be subject to the Academic Standing Standard
      * Feedback
        + Committee should speak with the Registrar, Chris Sweet, to see what steps need to be completed on his side to track and mark these students
        + If a faculty member just reads the procedure it seems a bit confusing
          - This mostly applies to Adult Basic Skills and ESL
          - Academic Standing will cover students in other areas because they are degree seeking
          - Bill mentioned that sometimes these students end up in other courses

Procedure 1a seems very definite

This standard should be clearer

Maybe state that this is for ESL and Adult Basic Skills?

This procedure (a1) should be separated in order to make more sense, or to be more clear

* + - * + The faculty member could reach out to the chair letting them know that there is a concern about a student

This is accurate, but is not in the current procedure or standard

Make this standard less definite and more in the tone of “when you see this, what do you do?”

1 on the procedure should be the standard, not the procedure

The numbering system on the procedure is not consistent and should be restructured

* + - * Next Steps
        + Gain input from Chris Sweet
        + Sub-committee is to re-format and will submit to Dru for College Council
  1. Registration Transcript Restrictions- Nora Brodnicki
     + Made adjustments based on previous ISP feedback
     + Most adjustments were made to the procedure
     + Separated the procedure from the standard
     + Educational Progress should be added to the holds list on the procedure
       - Consult Chris
     + Standard looks good
       - Unmet obligations is not accurate to the information in the procedure
       - Perhaps “unmet obligations or other reasons as specified in procedure XXXP”
       - Or financial, behaviors, or academic
       - “variety of unmet obligations, unsatisfactory performance or behavior, or other reasons as outlined in procedure ISP 461P.
         * This change was made during the meeting
     + Next Steps:
       - Move to college council for first read
  2. Course Substitution or Waiver- Larry Cheyne
     + Changes made
       - Added standard 4 to the ISP
         * Specifically addresses AS degrees
       - Added “Director” after “Chair” in standard 2 and 3
     + Feedback
       - Standard 2
         * The AAS has a list of related instruction courses that students can choose from, and then there are program determines
         * Are we making any distinction between these courses?
         * If someone is trying to substitute related instruction, the course being substituted should by on the related instruction list.
         * This states that the curriculum owner has the only say, that shouldn’t be.

The department that owns the program and the related instruction department should both have a say, unless the course is on the list already

If the program owner says it’s okay and the course is on the related instruction list, then they can process the waiver

If the owner of the course wants to approve the waiver and the course is on the related instruction list, they still need to get approval from the program owner

The program is willing to substitute a course that is not on the related instruction list, then what do we do?

* + - * + Perhaps. The approval can be made by the program department if the course is on the related instruction list. If not on the list, then both departments have to sign off of the substitution
        + Everything should go to the program department. It should go to the discipline department if the course is not on the related instruction list
        + Standard 2 was re-written during the meeting to meet the on list/ not on list stipulation
      * Standard 2, 3, and 4
        + Add “In” at the beginning of these standards

Ex: “In AAS and Certificate programs…”

* + - * Add a new standard 3 to capture substitutions that are not for related instruction courses
        + Added during meeting
        + “In AAS and Certificate program all substitutions and waivers for program core and elective courses require approval by the Department Chair/Director and Dean of the department responsible for the program”
    - Next Steps
      * Add the “In” terminology
      * A little more wordsmithing needs to be completed
      * Send to College Council for first read

1. New Items

*None*

1. Plan for next meeting
   * Bulk of ISPs going to college council on May 20th
   * Next meeting is the last meeting for the year
   * Decide which ISP will move forward to next year
   * Address membership
   * Year in review (what worked/what didn’t)