

Harper College
Academic Standards Committee
Meeting Minutes

Meeting Name	Academic Standards Committee
Meeting Date	November 15, 2013
Meeting Time	1:15 p.m. to 3:45 p.m.
Meeting Location	Y-108
Voting Members Present	Shanté Bishop, Carl Dittburner, Jim Edstrom, Mary Gawienowski, James Gramlich, Kris Hoffhines, Judy Kaplow, Judy Kulchawik, Sheryl Otto (sub for Moten), Judi Nitsch, Helmut Publ, Eric Rosenthal, Anna Stroh, Joe Wachter, Amirah Nasir (student)
Voting Members Absent	Maria Moten, Njambi Kamoche
Non-Voting Members Present	Judy Marwick, Sarina Walczynski
Guests	None

Meeting Minutes

- 1.0 Approval of Minutes
- 2.0 Old Business
 1. PAR on Late Registration Update Ex-Officio, Judy Marwick
 - a. Current status: completed first reading at Student Success Policy Council, will need a second reading, then goes to President.
 - b. Judy Marwick will check if PAR will go to Board as information item or vote. If this goes to Board, committee should have a representative attend meeting.
 - c. Academic Integrity workgroup: meeting on December 11 at 12:00pm
 - Moving forward to bring on additional non-committee members from dev. math & counseling.
 - Kris Hoffhines will look for counseling faculty, math department will send developmental faculty.
 - Eric Rosenthal slated to join to give input on capacity.
 - Committee looking into intervention and benchmark with other schools on repeaters
 2. Standing Workgroups
 - a. Academic Integrity (former subcommittee, now ad hoc workgroup).
 - Members: J. Nitsch (chair), M. Gawienowski, J. Gramlich, S. Bishop.
 - Non-Committee Members: J. Kindle, possible additional members.
 - Issue focus: Repeats and excessive withdrawals.
 - b. Online Learning (new)
 - Members: J. Kaplow (chair), C. Dittburner, A. Stroh, J. Edstrom, S. Burak-Fehlenberg
 - Issue focus: online learning, orientation, evaluations (student & peer).
 - c. Closed Captioning or Universal Design (in consideration)
 - Members: none yet.
 - Issue focus: No college policy on closed captioning (craft policy?).

- Elke Weinbrenner and Jason Altmann will be attending next Chairs & Coordinator meeting, put back on February 12 agenda after getting feedback.
- d. Sarina will check with Coordination & Review Committee on workgroup charters being posted on portal and process for approval and report back.


3.0 New Business

1. Review Charter Ex-Officio, Judy Marwick
 - a. Committee reviewed charter and read rules on:
 - III.F – Standing Workgroups: all workgroups will work on official charters and responsibilities. Put back on February 21 agenda, workgroups must be approved by Coordination & Review Committee.
 - b. Judy Marwick will verify if Chair can step into Vice-Chair position.
2. Elect Chair and Vice Chair (must be voting member who has served on any shared governance committee in the past) Ex-officio, Judy Marwick
 - a. Chair: Joe Wachter, nominated by M. Gawienowski, seconded by J. Nitsch. Motion passed unanimously. Joe Wachter elected as Chair.
 - b. Vice-Chair: James Gramlich, nominated by J. Nitsch, seconded by H. Publ. Motion passed unanimously. James Gramlich elected as Vice-Chair.
3. Establish member terms (include which year they are in the term) Chair, Joe Wachter
 - a. Run terms by Sunil Koswatta who is absent; if he doesn't want his term, then check with Judy Kaplow
4. Establish meeting dates Chair, Joe Wachter
 - a. Confirm remaining dates for November and December
 - No meetings until January, workgroups will meet in December.
 - b. Confirm dates for spring term
 - January 24, February 21, March 21, April 11 (moved from April 18 date which is Reading Day).
 - Sarina will send Outlook invites for future meetings.
5. "R" Designation PAR Response Ex-officio, Judy Marwick
 - a. Enrollment Services and IT have advised it would take excessive resources to make the change from R to * on transcripts in terms of cost and hours needed for reprogramming. This estimation does not include the work needed to be done by Institutional Research to change all the scripts for their reports.
 - b. To alleviate confusion and questions on R designation, Maria Moten will draft new wording (specifically to replace the word remedial) for the sentence that appears at the bottom of transcripts that describes the designation. Put back on February 21 agenda for vote.

4.0 Non-Member Comment Period
None

5.0 Future Meeting Dates, Times and Locations
See above New Business 4.b

Meeting adjourned at 3:45pm

Approved:  _____

Date: 1-24-14