

**Harper College
Academic Standards Committee
Meeting Minutes**

Meeting Name	Academic Standards Committee
Meeting Date	Friday, January 24, 2014
Meeting Time	1:15 p.m. – 3:45 p.m.
Meeting Location	Y-108
Voting Members Present	Carl Dittburner, Jim Edstrom, James Gramlich, Judy Kaplow, Sheryl Otto (proxy for Rosenthal), Karega Cooper (proxy for Koswatta), Judy Kulchawik, Maria Moten, Amirah Nasir, Helmut Publ, Anna Stroh, Joe Wachter
Voting Members Absent	Shanté Bishop, Mary Gawienowski, Kris Hoffhines, Judi Nitsch, Njambi Kamoche
Non-Voting Members Present	Judy Marwick, Sarina Walczynski
Guests	NONE

Meeting Minutes

Chair Wachter called the meeting to order at 1:21 p.m.

Sheryl Otto came as proxy for both Eric Rosenthal and Njambi Kamoche. It was clarified that a person may only proxy for one voting member.

1.0 Approval of Minutes

1. Minutes from November 15, 2013 were reviewed and approved with minor corrections.

2.0 Old Business

1. Workgroup Process

- Workgroups containing members outside of the standing committee must go through approval process and require a charter.
 - Purpose is to have a clear record of the work involved and who the members are.
 - Charter must be reviewed and approved by standing committee. Then it is forwarded to the Coordination & Review Committee for final approval.
- Workgroups that include only members of the standing committee do not require a charter.
 - This is considered doing the work of a committee.

2. Policy Recommendation: Late Registration (agenda item added-in)

- The policy passed 2nd reading at Student Success Policy Council meeting on January 23, 2014.
- Discussion on issue of needing IT approval and sign-off due to amount of hours of work and cost required to make the changes.
 - Moving forward, the committee will work on bringing IT in earlier on any policy recommendations so we can have a better sense of the resources it will take to implement changes on their part.

- Dr. Ender wants to know what accommodations will be made for students and how this will be communicated broadly to them if this goes to the Board.
 - Provost is currently talking to Deans to start working on this.
- Discussion on making plenty of forms available in the division office for faculty.
 - Faculty can also email the Registrar's Office.
 - Will work on fall 2014 launch once it is completely approved.

3. Online Issues Charter (handout)

- Discussion on charge which was taken directly from the student handbook.
 - All sections of a given course should have the same learning outcomes, regardless of the mode of delivery.
- Discussed if workgroup should tackle a formal process for evaluating online instructors.
 - Dean's Council currently has a subcommittee looking at electronic/online SOI systems.
 - Evaluation is operational, not really purview of group.
 - Faculty Senate already has guidelines of excellent instruction.
- Discussion on role of group: to take standards and push it through as policy.
 - Standards need to be enforced. How does it happen? Chairs, Division, CII?
 - Anything to do with Academic Standards relating to online instruction will fall under purview of this group.
- Current members: Judy Kaplow (chair), Jim Edstrom (secretary), Carl Dittburner, Anna Stroh, Joseph Wachter, Stephanie Burak (CII, non-committee member).
 - Jack Henderson from CAFE has expressed an interest in joining this committee.
 - Judy will fix charge and language, back on next meeting agenda for review.

4. "R" Designation (agenda item added-in)

- Maria Moten brought in a new statement that would show up at the bottom on students' transcripts to explain the "R" designation.
- Issues with changing "R" to "*"
 - All queries IT does to look at data will have to be written.
 - Large amount of resources and money to change the designation.
- Discussion on how confusing designations are for students and they also want to know if the grade is transferable.
- Maria will drop the word cumulative and delete the 2nd sentence on the statement.
- Suggested recommendation for all developmental courses: having language in syllabus regarding credit and transferability of courses.
 - Talk to Deans about language and work with Chairs/Coordinators and faculty of developmental courses.
- James Gramlich moved to vote in favor of amended statement and Nasir Amirah seconded. All in favor.

3.0 New Business : no new business

4.0 Updates from Workgroups

1. Academic Integrity (ad-hoc)

- Workgroup has not met or put together a charter, will have a draft for review at the next meeting.

2. Online Issues: nothing to report out.

3. Universal Design: table until next meeting.

5.0 Non-Member Comment Period: no comments.

6.0 Future Meeting Dates, Times and Locations

ACADEMIC STANDARDS All meetings held in Y-108			
Meeting Date	Agenda Items Due to Chair 5 days before meeting	Agenda Posted on Portal 3 days before meeting	Board Meeting
Feb 21	Feb 14	Feb 19	No March Board
Mar 21	Mar 14	Mar 19	Apr 16 (NEC)
Apr 11	Apr 4	Apr 9	May 21

Approved: *Joseph W. White*

Date: 2/21/14