

**Harper College  
Academic Standards Committee  
Meeting Minutes**

<b>Meeting Name</b>	Academic Standards Committee
<b>Meeting Date</b>	Friday, February 21, 2014
<b>Meeting Time</b>	1:15 p.m. – 3:45 p.m.
<b>Meeting Location</b>	Y-108
<b>Voting Members Present</b>	Shanté Bishop, Carl Dittburner, Jim Edstrom, Mary Gawienowski, James Gramlich, Njambi Kamoche, Judy Kaplow, Sunil Koswatta, Judy Kulchawik, Maria Moten, Judi Nitsch, Helmut Publ, Eric Rosenthal, Anna Stroh, Joe Wachter
<b>Voting Members Absent</b>	Amirah Nasir
<b>Non-Voting Members Present</b>	Mary Beth Ottinger (sub for Judy Marwick), Evelyn Seiler (sub for Sarina Walczynski)
<b>Guests</b>	Denise Brents and Mary Cerutti

<b>Meeting Minutes</b>
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Chair Wachter called the meeting to order at 1:21 p.m.

1.0 Approval of Minutes

1. Minutes from January 24, 2014 were reviewed and approved with no corrections. Motioned by Gawienowski, seconded by Kamoche, motion carried.

It was decided to switch New Business and Old Business so SPA committee members would not have to wait unnecessarily.

3.0 Strategic Planning and Accountability Committee Input Workshop

- Brents and Cerutti from the SPA Committee conducted a Mission Criteria Input Session with Academic Standards members present.

2.0 Old Business

1. Workgroup Charter Review

- The charter for the Online Issues Work Group was reviewed.
  - Adding a bullet under "Specific Initial Task(s) to be Accomplished" was discussed and determined not to be necessary as any additional assignments is part of its on-going charter.
  - Workgroup charter was approved. Motioned by Gramlich, seconded by Bishop, motion carried.
  - The charter will be forwarded to the Coordination & Review Committee for final approval.

4.0 Updates from Workgroups

1. Academic Integrity (ad-hoc)

- Workgroup is developing a survey for chairs and coordinators regarding retention efforts and repeaters

- Data being gathered includes Skora looking at Valencia model of students retaking courses, work group getting information on repeat repeaters, Rosenthal gathering assessments on math anxiety
- Draft charter will be ready for review at the next meeting.

2. Online Issues

- Charter is being forwarded to Coordination and Review Committee.
- Issues involving testing center policies for online courses were discussed, are these groups being treated differently than other testers
- Is this just a math course issue?
- Will put on agenda for April chairs and coordinators meeting
- Work Group to take closer look at issue and discuss questions with testing center

3. Universal Design

- Captioning of videos to be used in courses; should this be policy? Who should be involved in this discussion? Faculty Development? Teaching Excellence?
- Gramlich and Edstrom volunteered to look more closely at whether this is the purview of this committee and report back to the Committee.

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
Mar 21	Mar 14	Mar 19	Apr 16 (NEC)
Apr 11	Apr 4	Apr 9	May 21

Approved:  \_\_\_\_\_

Date: 3-21-14