



Academic Standards Committee

February 14, 2019

Attendees: David Rosi, David McCarthy, Sue Orchard, Nichole Seroshek, Jeanne Hamer, Mary Leach, Rick Swee, Louis Lapierre, Alex Brehm

Absent: Kam Todd

Petition Discussion:

- Committee discussed one student petition and three grade change petitions - all passed.
 - Substitution petition was approved - will have Karen Joiner review before letter is sent out to student

Grade Change Discussion:

- Incomplete: If the Incomplete form has been filled out and then a grade change is submitted to change the I (incomplete) - these do not come to the committee.
- Grade Change for Instructor mistake - these do not come to the committee
- The only grade changes that will come to the committee will be anomalies (changing an F to an I based on unusual circumstances)

Instructor Initiated Withdrawal Discussion:

- FAQ's from Registration were given to the committee
- Page views do not count
 - Offer a short assignment for students due by the end of the first week
 - Student required to send an email to instructor
 - Check a box to show that you read the syllabus is verifiable
 - Canvas could create a required syllabus read before opening up the course for students
- The first five days of the start of the class is when the clock starts for attendance
- ASC will make a recommendation of how to move forward with instructor initiated withdrawal process
 - Include a required "assignment" or interaction for students during the first five days of the quarter
 - Clarification from Dept. of Ed: is logging into Canvas considered participation?
 - Sue will take the FAQ's to Instructional Council for approval/guidance

Meeting Adjourned.