

Academic Standards Committee Meeting

June 4, 2021

Attendees: David Rosi, Betsy Richard, Rick Swee, Joanna Mosser, David McCarthy, Louis Lappierre

Absent: Nathan Shepherd, Jeanne Hamer, Magnus Altmayer , Sue Orchard

Guest: Karen Joiner

Discussion

- Grade Policy:
 - Instructional council determined that some clarity around grades is needed and they created a draft of a grade policy (not a procedure). Faculty need a grading plan in the syllabus, keep accurate records, course grades must be submitted by the published date/time in ctclink, Faculty not obligated to use +/-, and faculty do not assign W's or N's.
 - Incompletes: a student who successfully completes most of the course requirements and due to extenuating circumstances needs more time....
 - The use of "most" is open for discussion
 - For an instructor to give an Incomplete they must fill-out a form and submit it
 - For an instructor to submit a grade to replace an incomplete, they must submit a form
- Committee Feedback:
 - Suggestion: Giving a 5 day timeline to submit a grade change:
 - This is more appropriate for a procedure
 - There needs to be clarification between instruction and registration as to if a timeline for grade changes should be set up.
 - Karen Joiner agreed to discuss this with both Instruction and Registration
 - A timeline was specified in the policy about incomplete grades, i.e. the student has a year or the time limit established by the faculty, to submit their work otherwise their incomplete turns to an F grade.
 - Alternative wording suggestion for "most":
 - Options were discussed but ultimately the word, "most" was left in the policy to allow for faculty to make the ultimate decision as to whether the student will be granted the incomplete.
- Karen welcomed further questions or discussion items.