

Academic Standards

E-MAIL MEETING MINUTES

Date: September 24, 2018

Time: N/A

Place: N/A

I. Call to order- N/A

II. Roll Call

- a. The following committee members were present: N/A
- b. The following committee members were absent: N/A
- c. The following guests attended the meeting: N/A

III. Approval of minutes from last meeting- N/A

IV. Old Business- N/A

V. New Business-

- a. Ashley Dougan 9/24/18 Good afternoon ! I have attached two proposals that require action before our planned meeting time so we will discuss/vote over email. The first is a proposal from Carol Mitchell to decrease the class size of the Basic Studies English courses. For the second proposal we need to review the Student Code of Conduct. Please look over the attached proposals and reply with any comments, corrections, or questions. We will need to vote on these proposals by Friday (9/28) in order to get on the agenda for Academic Affairs.

Dean Inman- I vote in favor of both but do not believe that the basic studies will make it through.

Brandy Mendoza- I vote yes on both proposals.

Pamela Teague- I vote yes on both.

Connie Short- Sorry, I've been out of town some this week and guess I missed this. I vote yes to both proposals.

Garrett Trussell- Sorry, I have been really busy this week. I vote yes on both proposals.
Thanks,

Susanne Wache- I approve both proposals.

Comments regarding the 'decrease in class size'

This proposal indicates that we could do so much better explaining the material to students if the class size were less which matters when we have less and less time presenting the material.

Clearly, if one factor is changed another factor may have to follow suite and may require changing/ adjusting.

Comments regarding the 'student code of conduct' done previously - 8/10/18:

This is truly a very long and detailed 'student code of conduct' and I am thankful to Vanessa for having it all organized.

The only suggestions I had were

- a. to edit the headings so that sections match each other regarding what is in bold and text of subsections that are not in bold
- b. links need to be made clear/active
- c. the distinct policies that were discussed ought to be made distinctly visible: academic complaints [academic honesty policy, academic misconduct policy] , non-academic complaints [discrimination/ harassment policy, smoking policy, medical absence policy]
- d. terms like student disciplinary policy, student conduct policy, rule, policy, appeals officer might be put into the definitions section.
- e. the definitions section might be placed at the very beginning or as an addendum at the very end
- f. toward the end, it appeared as if the 'charging-meeting-hearing' processes are similar for the various policies discussed; it also appeared that the 'appeals process' is similar for the various policies discussed only that one involved VP STUDENT SERVICES, the other involved the VP STUDENT LEARNING.
It would be helpful to have all 'charging-meeting-hearing' steps from the different policies brought to same or similar format so that it is less cumbersome to identify how the process should go.
- g. similarly, the 'appeals process' had almost identical sections and it may warrant to have just one description made to fit the various proceedings upon violation of a policy.

Here are some questions:

- 1) Is there a difference between policy violation and rule violation?
- 2) is the student conduct policy same as the student discipline policy?

Hope this helps getting these pages ready for the APM.

Vicki Badgley- I vote yes on the Basic Study English course class size.

I vote no the Student code of Conduct because of the following issues:

- 1.The Handbook does not have a date created or date revised included at the end of the document. It does not have a date of next review.
 - 2.Who is in charge of updating and revising the Handbook? There is no clear owner of the Handbook.
 - 3.Which APM policy, if any, does the handbook relate to?
- I do not have a problem with the contents of the handbook. The information sent to the committee did not address the above mentioned items.

Ashley Dougan- Hello committee members, below is Vanessa's response to the questions regarding the Student Code of Conduct.

- 1.The Handbook does not have a date created or date revised included at the end of the document. It does not have a date of next review. Date created August 2018 (it was worked on over several days so there is no specific date) I will ask Dr. Moore how often he wants it reviewed and get back to the committee.
- 2.Who is in charge of updating and revising the Handbook? There is no clear owner of the Handbook. If our committee recommends corrections/ changes who makes those changes? I would think that recommended changes would need to be sent back through shared governance just as the initial document is being sent through. I am responsible for updating and revising the handbook based on what is decided via shared governance. I don't foresee the booklet being changed frequently, as there should be no need. It should be reviewed regularly and changed to complement growth such as adding residence halls and sports teams.
- 3.Which APM policy, if any, does the handbook relate to? Several.
4. Is there a difference between policy violation and rule violation? No, do you have a specific question?
5. is the student conduct policy same as the student discipline policy? Yes

Susanne Wache- My concern was consistency –

I would prefer it that in one attempt describing the policy you stay with the word policy and not switch between following a policy and then following a rule.

Then I would have to ask, 'what rule?'

Minimally, if policy = rule , then that definition needs to be put into the definitions 'Addendum' that is not there yet.

Same goes for conduct policy and discipline policy – if we are talking about conduct in one sentence and then switch to talking about discipline in the following sentence, then I would have to ask, which conduct requires which

disciplining?’ These two words are like apples on one tree followed by oranges on the next tree.

Minimally, if conduct = discipline, then that definition needs to be put into the definitions ‘Addendum’ that is not there yet.

Vicki Badgley- My vote is still no on the handbook.

I need more information. See the comments in **orange**.

Again, I like the content of the handbook. I think this handbook is a needed item.

The handbook is well written and well thought out.

I am uncomfortable with the updating procedure. It should be written procedure; something that anyone on campus can refer to.

Having a written procedure will be helpful when the handbook needs to be update. Everyone on campus would know how to submit a change, and who the change should be submitted to.

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The creation date (date voted on by original committee) should be disclosed in the document.
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Any change would involve shared governance, but how does a change get made? Where does it start? Which committee? There needs to be a sentence in the handbook of who to contact if changes need to be made. And which committee has the oversight for the handbook.
3. Which APM policy, if any, does the handbook relate to? Several. **What are the APM Policy numbers?**
4. Is there a difference between policy violation and rule violation? No, do you have a specific question? **Are these terms defined in the handbook?**
5. is the student conduct policy same as the student discipline policy? Yes **Are these terms defined in the handbook?**

Susanne Wache- Does this mean that the motion we make is to keep fine tuning the student code of conduct? OR, rather, is the motion that any tweaking can be done after the acceptance by the ‘Planning council ‘ tomorrow? Please let me know what you all think.

Brandy Mendoza- This is very true, obviously more than I considered. Would Vanessa be able to provide clarification since she answered them originally?

Vicki Badgley- Good point Suzanne, what is the motion?

Ashley Dougan- The original proposal was to discuss the student code of conduct and decide if we approve or if changes should be made.

Suzanne Wache- So then **I make the motion** to ask Ms. Vanessa Williams for clarification regarding the comments that were made/questions posed in order to see if we can get more than 4 Yes [Dean Dean, Scott(appears-to-be-yes), Brandy, Myself] and 1 No (Vicky) out of the committee member vote:

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Questions:

- 1) What is the history of this proposal?
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PS. If this proposal is part of or is a HANDBOOK , it might help the reader to indicate this on the title page?

- b. Ashley Dougan- Hello committee, It has been brought to my attention that the proposal to reduce the class size of basic studies English courses will require a change to APM 3.05. Since this would require an APM change it may encounter more opposition at Academic Affairs Council. This was not brought up in our discussion so I wanted to share this information with the committee. Knowing this do we want to still present the proposal this month or wait and send it forward next month with data and research attached? Please reply all with your thoughts and comments.

Susanne Wache- “After reading Vicki’s comment and talking to Ashley, I find out that, regarding the ‘class-size-decrease for mini-mester courses’ proposal, we need to first have data to show that there are improvements when class size is switched from 24 to 15. This data is then used to make the proposal to change class size. Following that, the passed proposal can then be used to make the change in the APM –admin. procedure manual. I also found out that, regarding the ‘Student Code of Conduct’ proposal, it also is not proceeding forward to the Council meeting because it was resubmitted to the point of origin for editing. So I would like to make the motion to postpone submission of these two proposals to the Academic Affairs Council to send it forward next month.

Would someone in the committee please ‘SECOND THIS MOTION’ so we can vote on it LATEST by 10:30 a tomorrow morning ?

Vicki Badgley seconded the motion.

Ashley Dougan- reply with your vote by close of business today.

Scott Larkin Voted Yes

d. Adjournment- N/A

Minutes submitted by: Brandy Mendoza