

## MINUTES – Academic Standards Committee

October 2, 2009 @ 2:15 p.m. Video Conference Rooms (G-107 Lee Campus)

The meeting was chaired by Dr. Peggy Romeo.

Committee members in attendance: Peggy Romeo, Gail Tracey, Thomas Wayne, Roz Jester, Ron Smith, Bob Beeson, Christy Gilfert, David Luther, Jonathan Hakes

Not Present: Kathy Morris, Maria Cahill

<u>AGENDA TOPIC</u>	Academic Standards Committee – Fall 2009 Session
Introduction of New <u>Member</u>	Committee welcomed Jonathan Hakes, SGA representative
<u>FERPA – Standard</u> <u>Letter of</u> <u>Recommendation</u> grade/conduct release	<ul> <li>With recent changes in FERPA regulations, committee thought it may be advantageous to faculty/administration to have a standardized form for students for to sign allowing discussion of academic performance and/or behavior when asked to write letters of recommendation</li> </ul>
form	<ul> <li>Committee agreed to adopt and standardize a form designed by Laurice Garrett, Professor of Mathematics</li> </ul>
(Discussion led by: Peggy Romeo)	• P. Romeo to distribute form to committee for final approval, then to Manager of Academic Affairs for posting on Document Manager
<u>Department Challenge</u> Exams	• By request of Dr. Atkins, Academic Standards Committee will devise set of criteria for common procedures for all departmental challenge exams
	Brainstorming session led to a list of ideas to be considered
(Discussion led by: Peggy Romeo)	• P. Romeo will type list and send to members; members will search other institutions for additional suggestions; P. Romeo will type final list to be reviewed by committee during November meeting
Course Transfer Policy	Committee received three sample documents from Kevin Coughlin but have not received a copy of ESC policy for review
(Discussion led by: Peggy Romeo)	• Decision to put on hold until hear response from K. Coughlin on this issue



<u>Other Business</u>	<ul> <li>P. Romeo reported status of Civility Statement from meeting with Dr. Atkins; he recommend it be included in Document Manager, Faculty Handbook, and College catalog</li> <li>Committee still hasn't heard response from Kevin Shriner on status of FOE committees membership P. Romeo will follow up with another email</li> </ul>
<u>Items to be carried over</u> <u>for next Academic</u> <u>Standards Committee</u> <u>meeting</u>	<ul> <li>Final review of Department Challenge Exams</li> <li>Next meeting scheduled for Friday, November 6, 2009</li> </ul>