Academic Standards Committee

Meeting Minutes

Dec.3, 2010

In Attendance: Dr. Ron Smith , Dr.Peggy Romeo  , David Luther   , Dr. Rosalind Jester, Dr. Thomas Wayne  , Cindy Enslen, Gail Tracey, Dr. Christy Gilfert, Ann Eastman,Sara Dustin

Excused absence:Dr. Robert Beeson, Suzy Callanan,Maria Cahill ,Kathie Morris,

1. Meeting opened with a request for comments on the Examination of Late registration Procedures.
2. Dr. Rosalind Jester asks if the students are automatically dropped if they are not there on the first day of class for a particular course. Recommendation V will be reworded to make clear that a student will be automatically dropped if the student is not there on the first day.
3. Professor Enslen asks why the first day attendance is not included online to transfer over to the attendance verification that needs to be done after drop add. The first day attendance may be too early to complete the attendance verification form.
4. Dr. Gilford said that the use of the first day attendance procedure would be impractical for attendance verification, especially for online students.
5. Dr. Romeo asks about waitlist turning into standby for fill in for students who are dropped. Could there be a recommendation there?
6. Dr. Gilfert states that currently waitlist is only a tool for planning courses. There is no order of people on the waitlist.
7. Professor Enslen, Professor Eastman, Dr. Romeo, Dr Jester suggest having a standby list in order of attempted registration. First come first served. Banner is capable of this (Dr. Gilfert).
8. Professor Tracey asks if they can be standby on one class while waiting for another?
9. Dr. Gilfert says that Banner does not allow for a student to be registered (or on standby) for two or more of the same class .
10. Professor Tracey, Dr. Jester, Dr. Romeo state that we should add a standby provision to recommendation V (this will be done).
11. At this time the committee moved on to the draft of the Disruptive Behavior Procedure from Pat Newell.
12. Dr. Gilfert stated that currently there is no provision college-wide for notification of all instructors of a student with behavioral problems in one particular class.
13. Professor Enslen stated that all professors should be notified.
14. Professor Eastman asks where security takes a student that is a behavioral problem after the incident. Do the Dean or Associate Deans check on faculty member?
15. Dr. Gilfert states that sometimes there is an incident report filled out by someone. Then Student Services gets this report and the student is called in for counseling.
16. Professor Luther said that he thought we already had a procedure for this. He also inquires about the number of incidents we have on the campuses.
17. Dr. Gilfert says she gets 3-5 a month on the Charlotte campus. Maybe 10-15 a semester.
18. Professor Enslen asks about the procedure after the class has been disrupted. Should we cancel? What is done while security is on its way?
19. Professor Eastman said sometimes there is no way to get to a telephone to notify security. How does word get out. Can professor leave and ask for help in contacting security?
20. Professor Eastman says that derogatory comments should rise to a level-2 infraction.
21. Professor Dustin says that personal insults are harassment.
22. Dr. Romeo suggest bringing Rick Parfitt into next meeting.
23. Committee says we need generally more information on procedure. Want to know about other professor involvement. When is it OK , when is it not OK. FERPA rules?

Open questions will be addressed at the next meeting.

Meeting adjourned at 2:03.