

**Academic Standards Committee**  
**Meeting Minutes**  
**2PM**  
**October 7, 2011**

**In Attendance:** Dr. Ron Smith , Dr. Eileen Deluca, Cindy Enslin, Dr. Christy Gilfert, Kathie Morris, Dr. Rosalind Jester, Dr. Peggy Romeo, David Luther , Natala Orobello, Dr. Robert Beeson

**Minutes**

1. The committee was informed that our major topic was the College Operating Procedure (COP) for course substitutions.
2. Kathie Morris said that she believes there are three types of procedures used for inserting course credit into a student's program at ESC.

These are:                    Course Substitution  
   Course Transfer  
   Waivers

[The committee will endeavor to assign a definition to each of these three procedures.]

Kathie went on to talk about students wanting to substitute in courses that are higher level for those at lower level; that we cannot substitute for general education courses; and the many signatures we need for course substitutions on the form provided for course substitution.

3. Dr. Beeson said that the BCS 1080 used to be a prerequisite for A&P but now needs to be waived because it is no longer offered.
4. Kathie Morris also said it is the student's responsibility to seek a waiver.
5. Dr. Gilfert said the form for waivers is a green Academic Petition that is an older form. It may need to be updated.
6. Dr. Beeson indicated the portfolio review process [which gives students credit in some areas for life experience] is not now active.
7. Dr. Romeo stated that the criteria for the portfolio is not well-understood and that if that process is instituted, the criteria should be fully explained.
8. Dr. Beeson said that the institution of a portfolio might fall under condition of employment in the faculty agreements because people apply for employment that have portfolio credit.
9. Professor Portobello said that the portfolio process in the Language Arts was a nightmare. She said that she would prefer some exam versus portfolio credit.
10. Kathie Morris stated that the CLEP is a way to provide exam competency in a course, but some senior-level institutions need to have an actual grade for a course.
11. Dr. Deluca also mentioned that testing is an option, but some tests are being replace by others that may not be vetted.

12. Dr. Beeson said that when Edison State College is working with students with disabilities, the college seeks a change in accommodation as opposed to course substitution.
13. Dr. Gilfert said that – in the past - course substitutions for students with disabilities were done by committees.
14. Dr. Beeson said that substitutions for students with disabilities are rarely done.
15. Dr. Gilfert said that learning outcomes must still be met for a course in spite of any disability.
16. Dr. Deluca asked if there were guidelines and a report required for the new form for course substitutions.
17. Dr. Beeson said that was a justification report required to be placed with the approved form.
18. Dr. Romeo stated that the form must have a description of the course to be substituted, with syllabus, transcript etc. She also said that she had questions about how to handle a course of higher-level that was to be substituted for a lower-level course in the same topic. She also asked if that is a substitution or a waiver.
19. Kathie Morris said that she would like to have that explained as well.
20. Professor Enslin asked if there was a note on the form about backwards compatibility of courses.
21. Dr. Gilfert asked about transfer of courses with more credit hours than the course that is required. Also, what about students who want to transfer in two courses with more hours than the one course that was required?
22. Dr. Romeo asked about what percentage the substitute course should match in learning outcomes versus the course to be substituted for. Should the percentage be 100% or less?
23. Dr. Jester asked about a situation where the course outcomes are not clearly delineated.
24. Dr. Romeo also asked about the time since a course was completed. Should a course be taken within 5 years? 10 years?
25. Professor Enslin said she would add a time requirement to a course substitution.
26. Kathie Morris said she would ask about time limits at the council on student affairs.
27. Dr. Luther requested more background on discussion and asked who approves a new Operating Procedure.
28. The committee agreed that the approval process must be delineated by the time the COP is ready to be forwarded out of committee.

The meeting was adjourned at 3 PM.

