

## MEETING MINUTES

<b>Work Group:</b>	Academic Support Subcommittee
<b>Meeting Date:</b>	Thursday, March 22, 2012
<b>Meeting Time:</b>	3:30 PM
<b>Attendees:</b>	Bhavesh Bambhrolia, Joan Bush, Sandra Mejia, Marline Paramour, Osvil Acosta-Morales, Kelly Connelly, Todd Jones, Alison Tasch <b>Guest:</b> Cynthia Long
<b>Facilitator:</b>	Osvil Acosta-Morales
<b>Location:</b>	W2-3E
<b>Topic:</b>	Various Topics

## **Discussion Points**

Osvil calls the meeting to order at 3:36 PM.

### **P & P 156**

Cynthia Long from the library has joined the meeting to talk about a proposal to modify P & P 156. Cynthia presents an internal document used by the library, the General Guide, which is listed on the website and available in the library. On second page, there is a note prohibiting eating, drinking, cell phone use, and children under 12; this is also posted on signs at the front door of the Library. The Library is requesting that P & P 156 be modified to include these rules for the Library and Learning Labs. Cynthia will work with Michelle Myers and will bring an inclusive modified version to the next meeting so that the policy changes can be proposed at the next IWC meeting.

### **February Meeting Minutes**

Changes to attendance. Todd notes that sentence about the Math Department supporting the proposed policy changes about MP grades on the top of the second page be clarified.

Minutes approved unanimously with corrections.

### **Old Business**

#### **P & P 5**

Joan updates the group on feedback from the Deans on P & P 5.

One concern is that the policy specifically talks about 7 and 15 week terms, and does not specifically cover 10 week, Distance Ed, etc. The Deans thought that because of this, the percentage model was a better way to go. Osvil explains that an earlier version of the policy changes from this committee was based on percentages, but then faculty responses indicated that this would be too confusing – so it was simplified to two weeks. When percentages were calculated (about 13% of class time missed was considered enough for faculty to drop): 13, 14, 15 week courses were rounded to about two weeks, and 7 week was about one week. 10 week was more in the middle, but it was still closer to two weeks. Listing each term with its corresponding timeline is also problematic as there are so many (2, 3, 7, 10, 13, 14, 15, 26, etc.). It was for this reason that the policy went with the percentage model initially.

A possibility is to include an explanation on how the calculations were done and that they are based on 13% of the term. This could allow different departments to supplement the policy as they deem appropriate.

The Deans were concerned about how students' attendance is noted in Distance Ed courses; either by being online or turning in coursework online. They believe this is problematic because in on campus courses, students can be considered as having attended without doing any coursework or participation as they're physically in class.

According to Peter Margolis, the standard practice is to use work to count attendance. Distance Ed courses are structured into a timeline which requires that the coursework be separated into weeks; the two week attendance model could be applied to a Distance Ed course if a student goes two

entire weeks without work being submitted. Joan will invite Peter Margolis to the next Dean's Meeting so that they can work on this and give a recommendation back to this committee.

Another concern is a wording issue: instead of indicating that an instructor 'may submit a request for a W', this will be revised to 'request to *initiate* a W'.

A statement will be added to refer students to the appeal policy so they are aware of their right to challenge the withdrawal.

#### P & P 8

There was an impromptu meeting this morning with Joan, Osvil, Sharon Thompson, Cindy Giddle. It was suggested that this discussion be tabled because English Department is beginning an internal process of evaluating the whole MP grade process. Osvil proposes that the committee waits until the department works out this process before further revisions are made.

Adjourn at 4:47 PM.

Respectfully submitted by Rachel Lang-Townsend

#### Next Meeting

Thursday, April 26, 2012 at 3:30 PM in room TBA.