

## MEETING MINUTES

<b>Work Group:</b>	Academic Support Subcommittee
<b>Meeting Date:</b>	Thursday, December 13, 2012
<b>Meeting Time:</b>	3:30 PM
<b>Attendees:</b>	Joan Bush, Osvil Acosta Morales, Kelly Connelly, Todd Jones, Alison Tasch, Abbey Wexler, Tarsha D. Walton, Bonnie Harrington, Mary Yannuzi
<b>Facilitator:</b>	Osvil Acosta-Morales
<b>Location:</b>	BG-07G
<b>Topic:</b>	Various Topics

### Discussion Points

Osvil calls the meeting to order at 3:35 PM.

#### September Meeting Minutes

Todd asked about the status of P & P 156 regarding minors in the library. Osvil responded that Cynthia Long of the library will need to bring P & P 156 back to the Subcommittee when she is ready.

Osvil noted that P & P 8 will be forwarded to IWC for approval.

Minutes approved unanimously.

#### Old Business

##### P & P 5

Osvil noted that P & P 5 had been before this Subcommittee for about one year. Joan presented copies of the most recently revised version. The Subcommittee looked at four main sections of revised P & P 5.

First, the Subcommittee looked at the Distance Education provisions in P & P 5 (3<sup>rd</sup> paragraph, page 2). Joan noted that the most recent revisions reflected language in the Federal Regulations and had been accepted by the Deans. Although some Subcommittee members questioned whether attendance and submission of work were truly equivalent, the Subcommittee agreed that our language should remain consistent with Federal Regulations.

Second, the Subcommittee looked at how we define the equivalent of two weeks of work. Joan noted that we had included percentages and number of weeks in past drafts. The current version, referring to the number of class meetings, is an attempt to be reasonable, if not completely mathematically accurate.

Bonnie asked that we include language indicating that faculty could not initiate a “W” during the pre-census period (prior to the 20% mark). Joan agreed to add language indicating that faculty may initiate a “W” after the 20% mark and until the last day to withdraw.

Third, the Subcommittee looked at Article IV of P & P 5. The Deans had asked that we take out references to P & P 121 (which no longer exists) and delete “No Grade Reported” as an option. The Subcommittee agree to remove references to P & P 121.

With respect to “No Grade Reported,” Todd asked that we include a description of this code somewhere, if not in Article IV. After a lengthy discussion of what happens if faculty fail to submit grades, how often this happens, and other academic codes, the Subcommittee initially considered removing “No Grade Reported” but adding a footnote defining this code. However, the Subcommittee noted that there are many other additional codes students might see that do not reflect grades and did not want to open the door to adding language related to each of these codes to Article IV. Ultimately, Joan agreed to revise Article IV to include a separate section, “Other Designations,” which would match the “Other Designations” included in the College Catalog.

Finally, the Subcommittee considered the Table listing Parts of Term and Equivalents of Two Weeks of Class Time. The Deans had suggested this Table because they did not believe the percentages given in the earlier draft were clear. Joan suggested that we submit the draft to the English Department since they had raised the issue initially.

Osvil agreed to bring a newly revised draft of P & P 5, making the changes the Subcommittee had agreed upon, to our meeting in January.

### **New Business**

No new business was discussed.

Adjourn at 4:30 PM.

Respectfully submitted by Kelly Connelly

### **Next Meeting**

Thursday, January 24, 2013 at 3:30 PM in BG-07G