



MEETING MINUTES

Work Group:	Academic Support Subcommittee
Meeting Date:	Thursday, February 20, 2025
Meeting Time:	3:30 p.m.
Attendees:	Michael Webber and Michael Krasulski (co-chairs), Kathryn Birster, Tony Cobas, Max Hassel, Wendy Kohler, Brad Kovaleski, Cynthia Paul, Lisa Sanders., Brenda Torres, Darren Lipscomb, Megan Barbano-Maxwell, Edward parker, Sandy Harrill
Facilitator:	Michael Krasulski and Michael Webber
Guests:	Eleanor Noszka-Kress (student)
Location:	Virtual - ZOOM
Topic:	Continued discussion regarding course modality and course cancellations and to approve the 2024-2025 ASC Policy Reviews

Discussion Points
<p><u>Call to order</u> 3:33 p.n.</p> <p><u>Attendance</u></p> <p>See above</p> <p><u>Old Business</u></p> <p>Continued discussion regarding in-person learning and course cancellation</p> <ul style="list-style-type: none"> • Share-out and updates from course cancellation sub-group (Darren Lipscomb and Max Hassel) • Share-out and updates from course modality sub-group (Michael Webber and Eleanor Noszka-Kress) <p><i>Course Cancellation Sub-Group:</i> Darren Lipscomb and Max Hassel provided further details regarding the on-going course cancellation conversation aimed at providing more transparency for students while registering for courses. The crux of the conversations is how to ensure students have more notice about courses that are likely to be canceled due to low enrollment. Max suggested added details in Banner when a course is only offered in specific terms and adding an “enrollment minimum” to the area which shows actual enrollment and enrollment maximum. Questions to discuss further with the committee and the department heads and dean include, what would it look like for us as an institution to run courses at a loss? Can we reasonably do this? What is the impact to courses with lower enrollment? Next Steps as per Darren are to connect with IT to see if the Banner course descriptions can be changed and share these discussions with department heads and deans.</p> <p>This will be an ongoing agenda item until there is a decision and/or it moves to another committee.</p> <p><u>Course modality Discussion Sub-Group-</u> Michael Webber and Michael Krasulski</p>

Eleanor Kress, student appointee to the IWC expressed a desire to propose more in-person courses. M. Webber and M. Krasulki's review identified Memorandums 8 and 14 as relating to this subject and met twice with Eleanor who was not able to make this committee meeting. Mike W. and Mike K. shared out the results of those meetings. Memorandum 14, Standards for Distance Education Courses, was developed in 2021 in response to the USDOE requiring all colleges to develop a policy for online courses. Eleanor has suggested that a similar policy be created for in person courses and the college eliminate Hyflex courses. Eleanor feels that students in hyflex and online courses do not perform at the same level as students enrolled in in-person or synchronous courses.

Several committee members shared that the hyflex modality allows for access and accommodation for students and data we have seen has shown that this modality is successful. The committee also agree that further discussion should include more student voices if any changes were to be proposed.

Mike W. and Mike K. will reach back out to Eleanor to share data with her and continue the conversation.

This will be an ongoing agenda item until there is a decision and/or it moves to another committee.

Discussion of changes to identified policies under review. [2024-2025 ASC Policy Reviews](#)

- **Memorandum #1: Auditing of Courses** – Mike Krasulski reviewed the suggested edits to the policy. Darren Lipscomb moved to accept changes. No further discussion. **All in favor**, none opposed. Motion carried.

The following memos should be reviewed by the committee in preparation for the April 2025 meeting with the expectation that they will go to a vote at that meeting.

- **Memorandum #7: Credit by Examination**
- **Memorandum #10: Academic and Time Amnesty**
- **Memorandum #12: Policy on Transfer Credit**
- **Memorandum #17: Academic Program Discontinuation**

Discussion of Memorandum #7-Credit by Examination

- Several edits were suggested and included the statement that the “fee will be assessed after the student successfully passes the examination.”
- Sandy Harrill confirmed that the fee is equivalent to one credit (\$159)
- Grammatical error-change “and” to “or” in point #1.
- Question arose regarding how long should a student have to make payment. Darren will discuss with Student Tuition Services. He also noted that payments will need to be made by the end of the fiscal year.

Memorandum #7 will be tabled until the next meeting when more information about fee payments can be provided.

New Business

None

A motion was made by Brad Kovaleski to adjourn the meeting.

Seconded by Darren Lipscomb.

All in favor and motion to adjourn was carried.

Ended 4:19 p.m.