Academic Support Standing Subcommittee

Meeting Minutes
April 28, 2011

Members Present: Osvil Acosta-Morales, Bea Jones, Todd Jones, Bettsy McCoubrey, Alison Tasch, Joan L. Bush
Guests Present: Cindy Giddle and Frank Hoffman, Chair and Associate Chair of the English Dept.

The meeting was called to order at 3:30 pm.

Last month's minutes were reviewed and approved by those present, with the correction that the inclusion of charts will not be one of the revisions to the Transfer Credits Policy.

Since invited guests were prepared to present details concerning the proposed revision to the Required Attendance Records, Osvil suggested that they be heard before the subcommittee considered any other business. All those present agreed.

New Business

Required Attendance Records Policy

Cindy and Frank explained that a recent English Dept. meeting brought to their attention the disparity between the wording of the current policy and the common understanding and implementation of the policy.

Their memorandum to the subcommittee, dated 3/25/11, details their reasoning for suggesting the change in the policy. Also, it describes the specific proposed changes to the current policy.

Most changes that were suggested received the approval of the subcommittee.

The subcommittee expressed some concern over the proposed addition of a statement into the policy that says a student's permanent record will be changed to a "W" for the course when a No. 5 Drop Form is submitted because a "W" does not appear on the transcript of students that are dropped within the Refund Period.

It was determined by the group that the suggestions from Frank and Cindy should be distributed to Dept. Heads across the College for feedback before proceeding with any proposal of this sort. Frank agreed to contact Dept. Heads about this matter and report back to this subcommittee with the results.

Completion of Registration Policy

Joan presented a recommendation from the Committee to Revise Timetable of Registration and Drop/Add. The document with the proposed revision was reviewed by all the subcommittee members present. After some minor revisions it was shared with the entire subcommittee through email.

On May 3, through email, the subcommittee agreed (8 approving and 0 opposing) to support the proposed policy changes and recommend them for approval by the IWC at their May meeting.

The meeting was adjourned at 5:00 pm.