

**Academic Standards Committee Meeting
Minutes 11-6-09**

Meeting was called to order at 10:05am by Fred Monardi.

Members Present

Fred Monardi, Chair, Sue Blizard, Bill Clayson, Diana Clennan, Bob Fuhrel, Sergio Guzman, Shellie Keller, Elsa Mason, Fred Monardi, Pat Riede, Joe West, Pat Zozaya,

Approval of Minutes

Minutes from previous meeting were approved with grammatical corrections.

Announcements

1. Sergio Guzman, chair of CSN Curriculum Committee, was introduced to the group as an ex-officio member present for matters that relate to curriculum.
2. Next meeting will be on December on the Cheyenne Campus, Room 2227, at 10 AM. There was discussion about changing the room, but unless otherwise notified, room will be as above.
3. Items are posted and discussion forums are available on the ASC online group on Angel. Members are encouraged to post revisions to minutes and discussion of items in progress to improve efficiency of our monthly face-to-face meetings.

Old Business

Content of Minutes. There was general discussion about level of detail necessary in the minutes. October minutes were very detailed and it was agreed that a little less detail was necessary. However, the consensus was that the recording of content of discussion was appropriate. The group agreed that grammatical correctness is important for a professional presentation.

Student Academic Dishonest Policy.

1. Fred Monardi announced that this policy was scheduled to be presented today at Faculty Senate as an information item. There were changes to the policy after a meeting with Art Byrd and Cip Chavez.
2. Shellie Keller reported changes to the policy recommended by Dr. Art Byrd and Cip Chavez.
 - 2.1. The Student Conduct Code Officer (SCCO) will be provided notification in writing of all formal discussions and discipline.
 - 2.2. The Student Conduct Code Officer (SCCO) will resolve, record and track violations.

- 2.3. The Student Conduct Code Officer (SCCO) will notify the charged student per notification prescribed in the CSN Student Conduct Code and will inform the student of applicable rights and processes.
- 2.4. Conduct sanctions were edited and there was discussion within the committee that rewording was necessary for clarification of meaning about minimum length of time for transcript notation.
3. Policy revisions must be reviewed and approved by the legal department again. There was general discussion of concern that this might significantly impact the processes outlined.
4. Elsa Mason is working on a form for use to document the disciplinary process and for notifications required within the policy. She is also working on a flow chart to clarify the process. Both the form and flow chart need clarification. There were many suggestions about improving the form: adding lines for durations; moving the level of hearing to the top. There was also discussion about mechanism to keep related forms together that were used to document meetings held during the process.
5. There was discussion that faculty will need training on the disciplinary processes contained in the policy once it is approved. A convocation training workshop was suggested.
6. There was discussion about how to ensure that a student accused of academic dishonesty doesn't immediately withdraw from a course prior to due process. This action on the part of the student would prevent any disciplinary actions. It was suggested that a temporary registration "hold" be placed to prevent this action by the student. Pat Zozaya informed that this would "hold" all transactions, not only the student's ability to withdraw from this specific course, but manual override was possible.
7. There policy will affect Registrar processes. The effect will depend on whether changes to the student record are initiated prior to or after posting of grades. After posting of grades, a grade change form will be required.
8. There was then discussion that the policy with accompanying form and flow sheet are not ready to go to the Faculty Senate today. Fred Monardi will ask Bill Kerney not to present it today.
9. A subcommittee was formed of Fred Monardi, Elsa Mason, Shellie Keller, Diana Clennan and Bill Kerney (ex officio member) for further editing of the form and the flowchart.

New Business

Syllabus Policy.

1. Sue Blizzard clarified the history of the current syllabus policy and the order that various documents were made. The CSN Course Syllabus Policy dated April 6, 2006 is the current working policy.

2. Fred Monardi asked the committee to review the current policy for those items that faculty must include in their course syllabi as well as those items that are optional.
3. Sue Blizard suggested removal of item 2B as this item is included in registration information and students have already “found” the class meeting once they have the course syllabus. After some discussion the committee decided to keep it as a required element due to considerable experience with various students’ confusions on time an place issues.
4. All currently required items were recommended to be continued as required in the syllabus.
5. There was considerable discussion about requiring policy about religious holidays be included in all syllabus. The current student policy on this topic was referenced. The general consensus was that this item should be required in all syllabi.
6. There was also discussion about requiring statements about availability of various student services, about excused absence to permit student attendance at extracurricular activity and about disruptive behaviors. The general consensus was that all of these items be optional on the syllabi. However, since individual instructors vary about what each considers disruptive behavior, the committee recommends that a description of what is considered acceptable behavior and what is considered disruptive behavior be required to be included in every syllabus.
7. Pat Riede suggested that referencing the CSN Catalog sections on Student services and on Academic policy be required in all syllabi. This would reduce redundancy and improve consistency. There was general concern that students would not read it but that they could be held accountable if it was in a syllabus. Including links to CSN webpages with various policies was discussed.
8. Sergio Guzman asks that the committee finish recommendations about the syllabus policy soon, since this policy would be helpful to the Curriculum Committee.
9. A subcommittee, Sue Blizard and Elsa Mason, were tasked to draft a revised syllabus policy. Members are encouraged to discuss documents posted in our online discussion forums.

Other Business

None

Motion to close the meeting at 1150

Respectfully submitted,

Pat Riede