

Academic Standards Committee Meeting
Minutes 10-2-09

Meeting called to order at 10:05am by Fred Monardi
Minutes from previous meeting approved with minor corrections
Introduction of new members to this committee

Members Present: Elsa Mason, Shellie Keller, Bob Fuhrel, Bill Clayson, Diana Clennan, Irene Coons, Sue Blizrd, Pat Reide, Fred Monardi, Pat Zozoya, Joe West present but did not sign in.

General Discussion:

Discussion among committee members as to how detailed the minutes should be for this committee. Some detail needed, this will be an evolving process.

Irene Coons and Pat Riede will be co-secretaries for this committee. Irene will keep minutes for Fall 2009 and Pat for Spring 2010 and if either unable to attend, the other will keep the minutes.

Discussion as to what we do as a committee. Brief history provided by Sue. This is a standing committee of the Faculty Senate, not a standing college committee. This committee has three main purposes: Program reviews, once a year solicit report from libraries, and receive information when a program change occurs. Also, this committee will review other issues as deemed necessary by the Faculty Senate. For example, academic dishonesty, add/drop issues, and international student issues to name a few. This committee can or may address issues that fall into the "academic realm." Faculty and/or students may bring forward issues to this committee.

Discussion as to if the curriculum committee approves a program, does it then come through the academic standards committee? Some curriculum issues may at times be also discussed within this committee. Some members of the curriculum committee are also on this committee.

There is a new program review policy already being used. Sue pointed out that three schools within CSN have already been reviewed with the new policy.

Discussion: future meetings will occur on the first Friday of every month for the remainder of this semester and possibly for Spring 2010. Irene Coons mentioned she will not be here on 11/6/09 due to a nursing education conference she will be attending out of state. Will attempt to have academic standards committee meetings on the same campus as the scheduled faculty senate meetings since they tend to be on the same dates. Next meeting will be at West Charleston campus and the 12/4/09 meeting will be on the Cheyenne campus. Fred will let us know the rooms. "Generally" meeting times will be from 1000-1200.

Fred presented the academic standards committee page on Angel. Minutes will be kept there as well as committee documents, academic freedom policy, meeting agendas, etc... for members to review. Fred showed the members how to access the site. Can be found under "toolbox" or accessed on-line through onlinedepartments.csn.edu. Sue showed the committee their public access to course distribution reports per semester. This can be found at:

<http://www.csn.edu/administration/research/reports/historical.asp>

Old Business:

Academic review for Advanced Technologies & Applied Science. General comments were made by the members, such as: too many departments and no uniformity in how reports are completed. Suggestion to place reports on-line versus on paper. Discussion that there is a Board of Regents policy for a college committee to review programs. A member asked if there was any impetus for the college administration to act on this committee's recommendations. As a committee we may act as an advocate for programs, may send reports back to programs for revisions/clarification of information, and may provide positive or negative feedback.

Example presented of animation program. Once the program is eliminated, what options did those students who were enrolled in the program have? Comments made that there should be a way to give options to those students when their program is dissolved. Suggestion that students declare a major in order to help track them better, for example, if they graduate or just take one or two courses for job security. Declaring major can also help students with financial aid. Discussion to have some type of curriculum pathway to help better track these students. Discussion to have some type of letter drafted for students to sign stating they successfully completed their education outcome. Discussion to have fourth category added to student intake form indicating "professional advancement/job advancement."

Discussion occurred about encouraging various programs to seek external funding to help programs obtain new/up-dated technology with the Advanced Technology/Applied Science division.

Fred will try to post final recommendation report for Advanced Technology/Applied Science division.

Comments were made that some reports were better typed with spelling and punctuation than other program reports with the reviewed binders for Advanced Technology/Applied Science division. Board of Regents gets an edited version of the binders/reports, not the entire binders as we saw them.

Vote to accept program reviews as offered by Bob, second by Bill, unanimous to send program reviews forward.

Update on academic honesty policy:

Last year some time was spent going over the academic honesty policy. CSN attorney recommended changes to the policy not supported by the academic standards committee. Version as per academic standards committee was what was submitted to Faculty Senate. Discussion that CSN attorney wanted a less strict policy than what is used at UNLV. Discussion about when a student submits a paper more than once in more than one course. Must have approval by instructors to submit an already submitted paper from a different course. Some faculty may or may not allow this to occur- permission is needed from instructors. Need to complete various forms as per academic dishonesty policy if students are caught cheating.

New Business:

Reviewed draft policy for missed school work/assignments for our CSN student athletes. Some instructors may penalize students for missed work/exams if they are gone for a game. Letter reviewed that is provided to instructors stating there is an athlete in their course who may need to miss some coursework. Some course assignments like a lab or guest speaker may not be able to be made up. Discussion as to the frequency of faculty not allowing athletes to make up assignments/exams.

Other Business:

General discussion academic freedoms of instructors. Various programs have accreditation bodies that may need to be considered. Example given of not being allowed to have a fellow CSN instructor present A lesson in a specific course section since not all the other student sections (taught by other faculty) within the course would hear the presentation. The presentation was to enhance the students' learning and was not a graded assignment. Discussion among members that this sounded like a violation of academic freedom.

Motion to close the meeting at 12:05