Friday, February 18, 2011
1:30Pm KN-RM 1134

Vice President Morgan called the meeting to order at 1:35PM.
Distribution of minutes from November 4, 2010.
Changes proposed:
1. Professional Development Week should read: Professional Development Day
2. With regard to "field trips": Until a formal policy is established all faculty should notify their respective department chairpersons of upcoming field trips.
Motion for approval: K. Johnson, 2nd motion H. Jansson. Approve: 22 Opposed: 0 Abstained: 0

Announcements and updates included current Spring 2011 enrollment numbers presented by J. Panzica: 16,631 students (-3% from Sp2010), 44,316 seats(-3% from Sp 2010), 140,208 credits(-2% from Sp 2010).
Verification of Attendance: VPAA is still working on getting faculty to report by 3:30 PM today.

Copies of Independent Study forms distributed for discussion. This form is not new and there has been no change in policy, although it has recently been updated, and can be found on the VPAA webpage. The revised version was presented to the Department Chair Council at their meeting in October for comments/suggestions. Prior form required little documentation. NEASC accreditation requires the college demonstrate academic content for all courses offered including IS, therefore revisions included stated requirements of a syllabus & rational. Syllabus requirements are imperative to ensure there is a valid plan in order to award credit. VPAA office needs to know the faculty’s plan prior to authorization. Additional information on student performance and criteria may be submitted by faculty member at conclusion of course. Department chairs should review all syllabi and IS applications to ensure they conform prior to submission to VPAA. Discussion ensued regarding the criteria of a student having earned a minimum of 30 credits(with enrollment in a program) or 12 credits(with enrollment in a certificate). Department chairs have the option of overriding this with extenuating circumstances as indicated on the form. VPAA* will send form to Academic Council as information.

Proposal for new definition of I grade was presented by J. Friedman (accompanying handout of proposed definition). Students receiving financial aid must complete 60% of the course time in order to earn payment for the semester. The OES has instituted Verification of Enrollment policy including last date of attendance in order for the college to comply with federal regulations, however, according to Joel, the current definition of a grade of I, "has no substance", and should be redefined in order to assist with federal compliance. Committee members should review the proposal and provide comments/suggestions to the newly established research committee composed of: J. Panzica (Chairperson), J. Friedman, K. Johnson, L. Gatwood, M. Clifton. This committee will present their suggestions to the VPAA office by March 18th (before spring break. VP Morgan will place the topic on the March agenda for the Department Chairs’ Council meeting.

*corrected per AAC
Assigning Numerical values to letter grading: Departments have the option of determining numerical grades.

Amount of time faculty must retain student grades: Discussion revolved around the standard of 10 years as standard practice. J. Panzica indicated faculty should preserve grades forever. K. Johnson suggested a policy of backing up grades in a hard copy format as technology tends to wear out after a certain period of time and grades would be lost. Grades for courses taken at CCRI are valid forever, while those at other institutions usually expire after 10 years. Lela will make an inquiry to S. Vieira with regard to college backing up grades. The question of providing student grades over the telephone or via email arose. Complying with FERPA regulations, grades cannot be provided in either of these two formats unless you are absolutely certain you are responding directly to the student involved or you have a signed release from the student involved.

Meeting was adjourned at 2:39PM.
Motion to adjourn: M. Clifton, 2nd motion H. Jansson. Approve: 20  Oppose: 0  Abstain: 0