Summary of meeting held October 7, 2011

- Minutes of April 1, 2011 were unanimously approved (John Panzica’s name on page 2 needs to be corrected)
- Recommended syllabus components were reviewed. A few changes were suggested to permit greater flexibility: calendar of weekly topics should read “calendar of course topics”, due dates when possible or as applicable, use “tentative schedule,” and the final item suggested was to move the examples of course assignments to be next to Assessment Criteria. Dean Woodberry indicated he would make the changes in the Recommended Syllabus Components document. This was unanimously approved with edits and realignment as noted above. To be brought before the Chairs’ Council to be ratified.
- Retention of Academic Records-Final Grade Book. Committee reviewed the document dated June 20, 2011 from Dr. Martin Camacho. Committee voted to approve the retention of grade book for five (5) years.
- “I” grade document was reviewed and discussed which provided a new definition for incomplete work. Discussion centered on timeframe of course completion, one project or assignment, or 75% of coursework completed for financial aid purposes, I only for individual who is passing. After the full discussion motion was made to approve the definition as written. The vote was 12 for, 6 against, and 1 abstained.
- Transfer credit trends and “D” as viable transfer grade have been moved to subcommittee. Names of those individuals interested in being part of the subcommittee to be forwarded by individuals to Lela Morgan/Terrie Celentano.
- Repeat Course Policy Subcommittee has been reactivated and the suggestion of delaying an individual from enrolling in a course if they have attempted the course twice was identified from the committee members able to meet summer of 2011. This will be explored further by the committee and IT will be contacted to see if a flag or delay is even possible.