



CCRI FACULTY SENATE
Academic Standards Policy Committee

MINUTES

Date: 10/18/24

Time: 10:30 – 11:30 AM

Place: KC 3201 and Zoom

Attendees: Jennifer O'Rourke, Janice Schmitz, Gaines Tyler, Matthew Reiger, Rita Koyame-Marsh, Marc LaVasseur

- I. Call to Order --- Meeting called to order at 10:35 am.
- II. Roll Call --- Attendance was taken and a quorum was present.
- III. Incomplete Policy
 - i. Discussion and comments included:
 1. Previous incomplete policy delineated percentage/weeks. New policy does not define this.
 2. If the original instructor cannot oversee the student completion of the course, the department chair to assign an instructor to complete the course.
 3. New policy to include a form/contract between course instructor and student.
 - a. Incomplete form should include assignments and grades completed and recommended work to be completed.
Completed work should be determined by the instructor overseeing course completion.



4. Who is responsible for changing the grade? Who is responsible for initiating the make up work? Does the grade change to a W or F if course work is not completed?

IV. CCRI website

- a. WP/WF still listed on grading standards, and remains an option when submitting grades.

V. Action Steps for Next Meeting

- a. Rita Koyame-Marsh will investigate policy requiring grade of W if student does not take final exam.
- b. Matthew Reiger will ask Cathy Tessier about current policy – does grade automatically turn to a W or F the following semester if new grade is not submitted.
- c. Marc LaVasseur will investigate the status of the Issuance of Letter Grade bill.
- d. Continue discussion on incomplete policy.
- e. Jennifer O'Rourke will send next agenda and outlook invite to ex-officio members listed on senate website.