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**MINUTES – ACADEMIC STANDARDS COMMITTEE**

October 2, 2009 @ 2:15 p.m.

Video Conference Rooms (G-107 Lee Campus)

The meeting was chaired by Dr. Peggy Romeo.

Committee members in attendance: Peggy Romeo, Gail Tracey, Thomas Wayne, Roz Jester, Ron Smith, Bob Beeson, Christy Gilfert, David Luther, Jonathan Hakes

Not Present: Kathy Morris, Maria Cahill

<u>AGENDA TOPIC</u>	<b>Academic Standards Committee – Fall 2009 Session</b>
<u>Introduction of New Member</u>	<ul style="list-style-type: none"> <li>Committee welcomed Jonathan Hakes, SGA representative</li> </ul>
<u>FERPA – Standard Letter of Recommendation grade/conduct release form</u>  (Discussion led by: Peggy Romeo)	<ul style="list-style-type: none"> <li>With recent changes in FERPA regulations, committee thought it may be advantageous to faculty/administration to have a standardized form for students for to sign allowing discussion of academic performance and/or behavior when asked to write letters of recommendation</li> <li>Committee agreed to adopt and standardize a form designed by Laurice Garrett, Professor of Mathematics</li> <li>P. Romeo to distribute form to committee for final approval, then to Manager of Academic Affairs for posting on Document Manager</li> </ul>
<u>Department Challenge Exams</u>  (Discussion led by: Peggy Romeo)	<ul style="list-style-type: none"> <li>By request of Dr. Atkins, Academic Standards Committee will devise set of criteria for common procedures for all departmental challenge exams</li> <li>Brainstorming session led to a list of ideas to be considered</li> <li>P. Romeo will type list and send to members; members will search other institutions for additional suggestions; P. Romeo will type final list to be reviewed by committee during November meeting</li> </ul>
<u>Course Transfer Policy</u>  (Discussion led by: Peggy Romeo)	<ul style="list-style-type: none"> <li>Committee received three sample documents from Kevin Coughlin but have not received a copy of ESC policy for review</li> <li>Decision to put on hold until hear response from K. Coughlin on this issue</li> </ul>



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<p><b><u>Other Business</u></b></p>	<ul style="list-style-type: none"><li>• <i>P. Romeo reported status of Civility Statement from meeting with Dr. Atkins; he recommend it be included in Document Manager, Faculty Handbook, and College catalog</i></li><li>• <i>Committee still hasn't heard response from Kevin Shriner on status of FOE committees membership..... P. Romeo will follow up with another email</i></li></ul>
<p><b><u>Items to be carried over for next Academic Standards Committee meeting</u></b></p>	<ul style="list-style-type: none"><li>• <i>Final review of Department Challenge Exams</i></li><li>• <i>Next meeting scheduled for Friday, November 6, 2009</i></li></ul>