

Academic Standards Committee
Meeting Minutes
Oct. 1, 2010

In Attendance: Dr. Ron Smith , Dr.Peggy Romeo , David Luther , Suzy Callanan , Dr. Thomas Wayne , Cindy Enslin, Gail Tracey, Maria Cahill ,Dr. Christy Gilfert, Ann Eastman
Excused absence: Dr. Rosalind Jester, Kathie Morris, Dr. Robert Beeson

1. Dr. Gilfert discussed the drop/add policy. The policy is not to add anyone for the first time into a class after the first week of classes.
2. Professor Luther asked if it was considered late registration after the first day of class for a particular course. Once – a –week courses presented problems, because students missed an entire week as opposed to just part of a week for classes that meet two or three times a week.
3. Dr. Gilfert said that students are allowed to add/drop the first week regardless of class. Waivers are sometimes given for later registration. That is rare.
4. Professor Cahill said some students register late on Friday and still make the cut-off.
5. Dr. Gilfert said that perhaps there could be different standards for late registration of first time students (new to college) versus returning students.
6. Dr. Romeo Said that neither category (new and returning) contained strong students.
7. Professor Tracy stated that state of Florida employees do not get vouchers until the first day of classes. Therefore it is impossible for these students to register until the classes start.
8. Dr. Romeo stated that perhaps we should let them drop but not add.
9. Dr. Gilfert said this will affect scholarships. She stated that many institutions allow only currently registered students to add/drop but not new students.
10. Professor Luther stated that many students are “instructor shopping”.
11. Dr. Romeo stated that “shopping for instructors” was a weak argument for changing classes.
12. Professor Eastman said that we should not allow dropping and adding of same course.
13. Professor Tracy asks about mandatory first day attendance. those who do not attend the first day. Also what about “standby” students who want to get into a closed class.
14. Professor Eastman asks if standby students should have a form to get into the class. Should this form be pre-filled and ready to go?
15. Dr. Gilfert said first day mandatory attendance is a paperwork problem for registration. What if you have more that want to get in than there is space available. She said faculty should not control capacity of a room. Also, the faculty must be willing to complete additional documents for entry and exit of students on the first day.

16. Dr. Romeo sees legal problems dropping a student that has already paid. She also is concerned with the efficiency of attempting to allow in students if there are more students than available seats. The process could be chaotic.
17. Professor Enslin stated that we should expand upon the problem of late-registering students.
18. Professor Eastman said that we should prioritize students that wanted to get into the class with no space available. These students would get preference.
19. Dr. Gilfert again cautioned that once processes are in place, we have to address procedures that are not too cumbersome.
20. It was noted that Hunter-Boylan studies indicate that we should not let College Prep students register late. The Edison State College research has indicated that we retain only 10% of College prep late registrants,
21. Professors Eastman and Cahill agree that full time developmental students should not register late. However, what about students that are taking only one Learning Assistance course?
22. Dr. Gilfert asked if students in one developmental class not be allowed to register for any non-developmental classes.
23. Professor Tracy said late registration prohibition might apply only to developmental students.
24. Suzy Callanan said that some students might want to test into a course. If they are successful, they will necessarily late register, because some of these tests are not given until the first day of classes.
25. Professor Eastman said that late registration of online students might also be problematic. However, the classroom is “always open” so this might not be as much an issue.
26. Professor Enslin restated that we should address retention problems with students that are late –registrants.
27. Professor Cahill stated that the developmental might take the lead.
28. Professor Luther called everyone’s attention to the table on page 12 of the Diablo California study on retention and late registration.

The meeting was adjourned at 1 : 55.