

Academic Standards Committee
Meeting Minutes
2PM
September 2, 2011

In Attendance: Dr. Ron Smith , Dr. Eileen Deluca, Dr. Thomas Wayne , Cindy Enslen, Dr. Christy Gilfert, Dr. Ann Eastman, Kathie Morris, Sara Dustin, Dr. Rosalind Jester, Dr. Peggy Romeo, Dr. Maria Cahill, David Luther , Rick Parfitt, and Natala Orobello

Minutes

1. The committee was informed that one of our major topics of discussion and action will be the College Operating procedure for course substitutions. There are subsets of ideas concerning students with disabilities and course credit for work experience that must be woven into the College Operating Procedure. The committee will study best practices from other Florida schools. AACRAO will be contacted to see if they have any suggestions on who to contact.
2. The committee was told that there is a portfolio process in place that is used by the Deans to obtain credit for life experience in some P and T areas. Kristen Zimmerman is the author.
3. The committee will also look at the QEP course and ramifications if not completed on time and also attendance policy placed in syllabi.
4. Dr. Eastman was concerned about the portfolio process and will be waiting to see how that works.
5. Kathie Morris wants to know if the procedure will expand to transfer courses *vis-à-vis* course substitutions. She was informed that the committee should address this.
6. Dr. Romeo said that she has been working with a combination of waivers and substitutions (mostly on transfers). The process is ongoing.
7. Dr. Eastman wanted to know the mechanism for how the student got the credit for a course in transfer. Does the registrar do this?
8. Kathie Morris said that it is usually the student's responsibility to get the information to the college if they desire a transfer. The student may also request a substitution. [Note: This is typically how a substitution process starts.]
9. Dr. Romeo wants a further delineation of course-for-course substitution standards.
10. Kathie Morris said that the standards are sometimes listed by the State of Florida, but also there are catalogs for helping figure out which course can be substituted for which course (especially in the case of a transfer).
11. Dr. Deluca said that SAC is working with this also.
12. Dr. Eastman asked that we might want to check with Dr. Atkins about transfer versus substitution and the definitions thereof.
13. Dr. Gilfert said that usually the first semester is when transfers occur. Transferring then would be most appropriate.

14. The committee was told that there will be a search for documentation to start the process of developing a comprehensive operating procedure on course substitutions and on portfolios. Students with disabilities might need to be incorporated into said procedure.

The meeting was adjourned at 3 PM.