

MINUTES – ACADEMIC STANDARDS COMMITTEE

November 2, 2012
12:00 p.m. - 12:55 p.m.
ROOMS: LEE (I-122), COLLIER (G-109), CHARLOTTE (J-118)

Facilitator	Peggy Romeo, Chair
Subject	Possible tasks for Academic Standards Committee Fall 2012/Spring 2013
Attendees	Peggy Romeo; Eileen DeLuca; Roz Jester; Maria Cahill; David Luther; Christy Gilfert; Ron Smith; and Natala Orobello
Absent	Cynthia Enslin; Sara Dustin

Discussions		
No.	Topic	Highlights
1.	Summary of Meeting with VPAA	<p>After meeting with Dr. Harrel and Laura Weir, the following tasks were suggested for our committee during the Fall 2012/Spring 2013 year:</p> <ul style="list-style-type: none"> Textbook Adoption Policy Plagiarism Faculty Teaching Load/Overload Hours COP Standardization of Course Waiver and Appeal, Course Transfer Re-Evaluation Appeal, and Course Substitution Policies Standardization and review of other COP's dealing with Academics Student Code of Conduct Book Reps/Book Buyers on Campus
2.	Priority Items	<p>Via email, the committee will begin making immediate suggestions for the following:</p> <ul style="list-style-type: none"> Textbook Adoption Policy Faculty Teaching Load/Overload Hours COP Standardization of Course Waiver and Appeal, Course Transfer Re-Evaluation Appeal, and Course Substitution Policies
3.	Student Code of Conduct	<p>Peggy Romeo will submit last month's recommendation for formalized step-by-step line of progression to Student Services. Once Student Services decides upon recommendations, Christie Gilfert will distribute draft via email to our committee members. We will then review the document and compile suggestions, if any, and return to Student Services.</p>
4.	Plagiarism	<p>Student Services has drafted policy for catalog. Christy Gilfert will distribute policy to our committee for review.</p>

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5.	Academic COP's	Peggy Romeo will meet with Theo Koupelis to obtain list of COP's which deal directly with Academics.
6.	Book Reps/Book Buyers	Topic tabled until it is determined how much time will need to allocate to above priorities.
7.	Next Meeting	Our next meeting will be January 4, 2013 @ noon. For the remaining Fall semester, the Committee will correspond via email with priority items listed in #2 above.