*September 4, 2015*

*12:00 p.m. – 1:00 p.m.*

*Rooms : Lee (U -202), Collier (M-120A), Charlotte (J -118)*

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| **Facilitator** |  Tejendrasinh Vala, Chair |
| **Subject** | Possible Tasks for Academic Standards Committee Fall 2015/Spring 2016 |
| **Attendees** | Teju Vala; Thomas Rath; Thomas Mohundro; Don Warren; William VanGlabek; Jacquelyn Davis; Karen Maguire; Christy Gilfert; Garnett Salmon; Regina Miller; Qin Liu; Cynthia Enslen |
| **Excused** | Cindy Campbell; Natala Orobello; Marius Coman; |
| **Absent** |  |

1. The meeting began with the introduction of committee members. Dr. Vala announced the addition of Dr. Tom Rath to the committee as its newest member.
2. Following the meeting agenda, the committee began with a discussion of the procedural steps for incomplete grades. The committee has received a draft version of “Incomplete Grade Request and Approval Form” from the VPAA's office. Dr. Vala requested input/comments from committee members regarding suggestions for revising and implementing the form.

A majority of committee members were in approval of adopting some type of document that would act as a binding document between students and professors regarding standard procedures for Incomplete Grades. Professor Warren stated that a procedure had been in place in the past, but he was uncertain as to why it had been stopped.

Several questions were raised about the language used in the form. One of the concerns raised involved a scenario in which an instructor is not available to complete the procedure (i.e. evaluating student work) and the question of who would have authority to grade/evaluate late work. Additionally, who be responsible, should the need arise, of creating assignment/quiz/test? Should Final Exams be collected from each instructor in such case? What if an instructor refuses to share his or her tests and assignments because of privacy issues?

The committee reached a consensus agreement in that – should such an extreme situation occur – it would be appropriate for department Deans to step in to resolve the situation.

Additional questions were posed regarding the availability of forms and the ability of students to download these for themselves.

The committee was in agreement that such forms should be stored somewhere on the FSW Document Manager, accessible to faculty members and Deans only.

Prof. Maguire asked if any such policy already existed as a part of COP. The committee agreed to revisit the issue as it relate to COP at the next meeting.

The committee agreed that, in addition to students and faculty members, departmental Deans and Registrars should also receive a copy of the forms upon completion.

Several suggestions were made to modify the language on the “Incomplete Grade Request and Approval Form”.

Dr. Gilfert suggested introducing language that would make it clear that an incomplete grade could have an impact on both financial aid and course registration prerequisite.

Mr. Salmon suggested modifying the language about the deadline to something more generic, such as: “According to the Official College Calendar” instead of specifying “typically 30 days”.

Dr. Vala volunteered to create a draft version of the form and make it available to everyone to edit/modify.

1. Dr.Vala then introduced a new topic regarding possible changes to the existing FSW grading policy.
2. The chief question involved the advantages/disadvantages of switching to a grading system which would incorporate pluses and minuses: A, A-, B+, B etc.

Mr. Salmon stated that it would be a change that would affect many disciplines and change the college culture. It would impact areas such as transfers and academic advising, and, eventually, IT would almost certainly have to be involved. If the current grading policy is working without any problem, Mr. Salmon could see no reason to address such a big change. It can be done, however, with good advanced planning he added.

Dr. Vala suggested posing the question in front of a larger group; however, Dr. Rath and Mr. Salmon suggested that it would be prudent to wait until the issue (and the rationale behind it) had been discussed further in committee.

Some members expressed general disagreement with such a change. The potential issue of grade inflation was raised. Committee will continue to research and discuss this issue in next meeting.