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| --- | --- | --- | --- |
|  | Present | Excused | Absent |
| Anne Angstrom | X |  |  |
| Karen Buonocore |  | X |  |
| Marius Coman | X |  |  |
| Camille Drake-Brassfield | X |  |  |
| Ann Eastman |  | X |  |
| Susan Holland | X |  |  |
| William Kelvin | X |  |  |
| Brenda Knight |  | X |  |
| Jay Koepke |  | x |  |
| Qin Liu | x |  |  |
| David Logan | X |  |  |
| Karen Maguire | X |  |  |
| Martin McClinton |  | X |  |
| Tommy Mann | X |  |  |
| Thomas Mohundro |  | X |  |
| Kristi Moran |  | X |  |
| Mary Myers | x |  |  |
| April Palmer | x |  |  |
| Yadab Paudel | X |  |  |
| Jessica Slisher |  | X |  |
| Melanie Ulrich | x |  |  |
| Tejendrasinh Vala |  |  | X |
| William Van Glabek | X |  |  |
| Vera Sullivan | X |  |  |
| Valentin Zalessov | X |  |  |

**Academic Standards Committee Meeting**

**All Campuses via Zoom**

**October 4, 2024**

**2:00 – 3:30 pm**

Meeting called to order at 2:03 pm by Bill Van Glabek.

**Meeting Summary for FSW Academic Standards Meeting**

Oct 04, 2024 11:00 AM Pacific Time (US and Canada) ID: 846 9452 9217

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**Quick recap**

The meeting focused on the review and discussion of the honesty policy, faculty qualifications, and the limitations of the new simple syllabus system. The team also discussed the issue of excused absences in academic settings, the cost-effectiveness of inclusive access, and the need for updating certain statutes and policies. Lastly, they formed a subcommittee to review the new rules regarding in-class recordings and discussed the need to accommodate students with accessibility needs based on new federal guidelines.

**Next steps**

Here are the key action items from the meeting:

William Van to discuss with leadership the concern about course overview and descriptions in syllabi.

Academic Standards Committee to consider developing standardized criteria for excused absences beyond officially sanctioned college activities.

William Van to form a subcommittee to update the policy on recording lectures with current rules and statutes.

William Van to invite the director of CARE and Adaptive Services to review and provide input on updating the disability accommodation policy.

William Van to ensure the textbook affordability policy aligns with current Florida statutes and administrative codes.

**Summary**

**Discussing Meeting Minutes and Honesty Policy**

William Van discussed the meeting minutes from the previous meeting, which were generated by an AI companion. He also mentioned that the main topic of the previous meeting was to discuss the committee's tasks, with a focus on the honesty policy. Dr. Palmer was credited for finishing up the honesty policy, which was then moved to the executive committee for further review. William Van also noted that the honesty policy would likely need to be revisited annually due to its dynamic nature.

**Faculty Qualifications and Handbook Issues**

William Van expressed gratitude towards Dr. Myers for her assistance in editing faculty qualifications. He also mentioned that he had checked all the links in the Faculty Handbook and found about 6 or 7 that were not functioning. He had discussed these issues with Dr. McClinton and received new appropriate links. William Van also mentioned that he had sent out invitations to a Google Doc folder for review, but some attendees, including Anne and Susan, did not receive them. Mary clarified that the qualifications for faculty positions are determined by each school and are listed in an instructional guidelines manual held in Joe Van Galen's office. Tejendrasinh raised a concern about the difficulty in recruiting a faculty member for a cardiovascular tech program due to a requirement of 10 years of full-time teaching experience, which he believed was not aligned with the qualifications listed in the manual.

**Discussing Syllabus System Limitations and Improvements**

The team discussed the limitations of the new simple syllabus system. Vera expressed concern that the lack of detailed course information, such as weekly topics and textbook alignment, could hinder the verification of students' credits from other institutions. William Van acknowledged the issue but noted that the syllabus is a college-wide document and changes would affect everyone. William Kelvin suggested that faculty should have more freedom to decide what they want to share, but Vera argued that this could cause problems when trying to verify credits. The team agreed that the current system needs improvement, particularly in terms of providing detailed course information.

**Syllabus Requirements and Content Discussion**

The meeting revolved around the discussion of syllabus requirements and content. William Kelvin expressed concern about mandating more information than necessary, while William Van suggested giving department chairs and deans enough time to review syllabi. Vera shared her experience of being asked to remove certain information from her syllabus, which she had been doing for 17 years. The team agreed to move forward with the issue but with a comment to reserve further discussion on the matter. Susan suggested that the department chair might have been referring to the system's approval of certain information. The team decided to defer to department policies for filling in certain parts of the syllabus, allowing for flexibility across different departments. The issue was left to be continued.

**Addressing Excused Absences in Academic Settings**

The team discussed the issue of excused absences in academic settings, particularly for student athletes and the need for explicit criteria. They agreed on the need for harmonization and further discussion on the topic. Challenges were identified in setting a standard policy for student absences and make-up work, with examples of faculty refusing to allow students to make up work due to power outages. The team also discussed the need for a standard policy for labs and emergencies, and the importance of having a clear attendance policy. They concluded that a one-size-fits-all approach might not be feasible, and policies should be reasonable and flexible.

**Inclusive Access, Statute Updates, and Recording Policies**

Vera and William Van discussed the cost-effectiveness of inclusive access, with Vera stating it was cheaper than the previous approach. They talked about updating certain statutes, with Mary suggesting leaving it vague since each school handles it differently. The group discussed whether to mention open educational resources in the legislation, with Mary advising to keep it vague. The need to update the term "Public Safety" to "FswPD" was raised, and April mentioned the preference is to use "FswPD" as the umbrella term. The group decided to form a subcommittee to review the new rules regarding in-class recordings, as the current policy is outdated. Anne shared a document on recording policies from the registrar's office. April suggested seeking input from the director of care and adaptive services regarding changes to accommodate students with accessibility needs based on new federal guidelines.

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