

**November Academic Standards Meeting
Minutes
November 4, 2011**

Due to scheduling conflicts, the November meeting of the Academic Standards meeting could not be held in person. Therefore, the committee members replied to Official Procedure 06-0217, *Course Substitutions* by e-mail. These comments are used as meeting minutes and are as follows:

Kathie Morris:

Ron,
Besides spelling errors, my two concerns are:
- no mention of course outcomes, only about FL common course numbering system
- what about out of state transfer credit....no specifics about that, only that they have to have credit from an accredited institution.
- not sure this is an issue but can students transfer in dual enrolled classes from other Florida counties?

Roz Jester:

Definitions:

Students receive credit for successful completion of a course at Edison State College. There are ~~essentially~~ three alternatives to completing a course at Edison State: course substitution, course transfer, and course waiver.

- h) No more than 3 courses or 10% of the program credits may be accomplished via course substitutions.
- i) Course substitutions cannot be used for previously completed courses.

Comment [E1]: The course substitution form states a maximum of 3 courses.

Natala Orobello

Ron, the guidelines seem quite stringent. Are these new guidelines in sync with guidelines from other institutions? Or, are we going to implement harsher measures because of past practices?

Will electives be treated differently?

Thank you,

Natala

Sara Dustin

Dear Ron,

Overall, I didn't see any corrections that need to be made in the revised College Operating Procedures. I did notice three changes that I believe will be especially beneficial:

1. Distinguishing the two types of course substitutions (under General Information)
2. Noting the limit of 10% course substitutions (under Guidelines)
3. Stating that the final decision is up to the designated college official and may not be appealed to an administrator (last bullet point under Procedures)

If these changes are implemented, I believe we will have fewer issues with improper course substitutions in the future.

Thank you,

Sara