

**MINUTES – ACADEMIC STANDARDS COMMITTEE**

*October 5, 2012*  
*12:00 p.m. - 12:55 p.m.*  
*ROOMS: LEE (I-122), COLLIER (G-109), CHARLOTTE (J-118)*

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

<b>Discussions</b>		
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
1.	<b><i>Possible tasks for Academic Standards Committee Fall 2012/Spring 2013</i></b>	Suggestions from Faculty Senate for possible Fall 2012/Spring 2013 tasks were discussed: <ul style="list-style-type: none"> <li>Code of Conduct</li> <li>Course Waivers and Appeal Forms</li> <li>Integrity of Program Requirements</li> <li>Book Reps/Book Buyers on Campus</li> <li>Attendance Verification Time Limits</li> <li>New Statewide Reduction of Gen Ed Courses</li> </ul>
2.	<b><i>Code of Conduct</i></b>	Russ Watjen asked for faculty feedback on the revised code. Send it out to all faculty; Academic Standards collect, analyze, report. <ul style="list-style-type: none"> <li>Committee agreed that the new code is much more detailed than the present code</li> <li>Needs formalized outline of student/faculty step-by-step line of progression</li> <li>Can begin to reorganize and make suggestions as soon as new organizational structure of college determined</li> </ul>
3.	<b><i>Course Waivers and Appeal Forms</i></b>	<ul style="list-style-type: none"> <li>The two new forms need to be more uniform with respect to signatures</li> <li>Committee recommended re-evaluating the Course Substitution Forms from last semester to ensure all three forms are consistent</li> </ul>
4.	<b><i>Integrity of Program Requirements</i></b>	<ul style="list-style-type: none"> <li>Committee will ask for report from the SAC group currently working on this task</li> <li>Committee will review report, make suggestions, report to Faculty Senate</li> </ul>

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5.	<b><i>Book Reps/Book Buyers</i></b>	<ul style="list-style-type: none"> <li>• Committee discussed pros and cons for visits from book representatives</li> <li>• Some departments are not allowing gifts or lunches; others have no rule</li> <li>• College needs consistency in rules</li> <li>• Selling books to book buyers was described as unethical during the Ethics Conference Spring 2012</li> <li>• Policy may be in order for book buyers</li> </ul>
6.	<b><i>Attendance Verification</i></b>	<ul style="list-style-type: none"> <li>• A committee is already looking into attendance verification time limits and the College calendar year</li> <li>• Academics Standards Committee will consult with committee and review documents</li> </ul>
7.	<b><i>Statewide Reduction of Gen Ed Courses</i></b>	<ul style="list-style-type: none"> <li>• Faculty Senate suggested since Marty Ambrose is working with FGCU representative on the State level committee, Academic Standards should contact Marty for updates</li> <li>• Once State decides on official list of core gen eds, Academic Standards can begin reviewing and making suggestions for our College</li> </ul>