

Academic Standards Committee  
February 19, 2021  
Microsoft Teams

Committee members in attendance: Vicki Badgley, Jennifer Baine, Dean Inman, Abbie Gail Jeffers, Scott Larkin, Connie Short, Stephanie Tully-Dartez, Garrett Trussell, Alma Turner, and Susanne Wache.

Call to order: 11:10am.

First, the chair reported sharing details about the new master syllabus at the Academic Affairs Council on February 5, 2021. She raised four areas of concern for the master syllabus. They include a description of classroom modalities, the wording of policies, the document's acceptable length, and a clear expression of student equity. This discussion led to questions regarding the ad hoc group's work on the master syllabus.

Currently, the general committee is waiting for the final report from the ad hoc group on changes to the master syllabus. In addition to stating policies about the grading scale, assessments, and outcomes, the document has been reduced to a single page or two, removing the catalogue language and college policies that will be plotted on the course level syllabus. The committee agreed that clear definitions are needed for both the master and course level syllabi. The demand for using the template will be removed, allowing for individual styles with approval.

In a related form of business, Jennifer Baine motioned that the ad hoc group change its name from master syllabus ad hoc committee to ad hoc syllabus committee, referring to its dual role in developing both the master and course level syllabi. Abbie Gail Jeffers seconded the motion and the committee voted unanimously in favor. This group will meet the following week and create a report to be presented at the March Academic Standards Committee meeting. The suggestion of having a vice-chair for the ad hoc group was raised **and was approved.**

Finally, in light of the demise of the Basic Studies committee, the group discussed a combined effort by Student Services and the Academic Standards Committee to define criteria used to place students in remedial courses. Some believe multiple measures should be used in addition to placement tests. Using the slogans "strong start to finish" and "achieving the dream," the college wishes to offer students holistic support, maintaining placement test scores don't always indicate students' aptitudes or their true talent. In other words, some pupils may have been placed incorrectly. Therefore, in an effort to retain more students and not defeat incentive, the college has a goal of placing 75 percent of new students in only college level courses. As of now, 60 percent are enrolled in remedial English I and 40% are in the co-requisite lab.

To achieve this placement goal, other measures will be considered, in addition to the test, for example, high school grade point average. After consulting closely with Student Services, the Academic Standards committee will move for the placement changes, needing to complete the recommendations by the April Academic Affairs Council meeting for final implementation for the Fall 2021 semester. To complete this work successfully, the committee will ask the faculty

to vet the proposal and work with the administration in shared governance to create the new placement policy.

At 11:48am, Abbie Gail Jeffers moved that the committee adjourn, with Vicki Badgley seconding, and the committee voting unanimously in favor.

## **MEETING AGENDA**

Date: FRI, February 19, 2021

Time: 11:00 AM

Place: MS Teams

- I. Approval of minutes from the last meeting  
Jan. 15 Meeting was cancelled-
- II. Old Business
  - The chair of the ad Hoc Master Syllabus committee will report outcomes; our committee will discuss and make motion for-or-against.
  - Discuss next step
- III. New Business
  - Jennifer O. Baine (2/11/21) proposal concerning multiple measures for student placement.
- IV. Announcements
  - Made 2/5 at the Academic Affairs Council meeting:  
Academic Standards Committee – *Dr. Susanne Wache, Chair*
    - 1. The academic standards committee discussed concerns regarding the present Master Syllabi. The topics included:
      - 1. Discuss description of classroom modality and online recordings.
      - 2. Check the wording of policies that were added.
      - 3. Check organization and need for an acceptable length of the document,
      - 4. Suggest other revisions, additions, and deletions.
      - 5. Checking for provision of equity-based design of course syllabi outside of ADA related language
    - b. Two motions were adopted at our Ad hoc Master syllabus meetings:
      - 1. the technical requirement and materials inclusion in the master syllabus
      - 2. the grading scale inclusion
- V. Adjourn