

## ASC meeting minutes

May 20, 2019

Present: LaVora Desvigne, Janet Gonzalez, Michele De Goeas-malone, Glenn Henshaw, Judy Ashton, Lilla Toke, Erika Correa, Louise Butironi, Martina Mazalova, Vera Albrecht, Rebio Diaz Cardona, Rochell Isaac, Lee Boyar, Alexandra Rojas

Guests: Dionne Miller, Bartholomew Grachan, Fawad Rahmani

The meeting began at 2:40pm. The minutes from the previous meeting were reviewed and approved with some changes: grammar edits, including last names, and fixing the language to reflect that the Senate still needs to approve the split between Academic Standing and Academic Appeals.

We discussed the hybrid policy that was tabled last meeting. We agreed that the issue needs no further discussion.

The last meeting of the senate will be May 31st. We will have to report on ASC activities. Vera Albrecht will attend and present.

Janet Gonzalez will send a message to the college announcing the new website in September. We need to make a separate website for academic appeals. Janet will handle that.

Alexandra Rojas will send Vera Albrecht possible dates for next year's workshop. We need to attract more faculty. It might be good to hold the workshop during Opening Sessions if possible. Alexandra Rojas will look into getting a workshop during opening sessions.

Vera Albrecht suggested, once again, presenting at new faculty colloquium.

New policy on independent/individualized study

Dionne Miller and Bart Grachan entered the meeting.

Dionne Miller began by explaining the rationale for the proposed changes to the independent study policy as LaGuardia. In particular we need clarification of the terms “independent” and “individualized study” as well as the registration deadline. The college form for independent study will not be changed and will be able to cover both individualized study and independent study.

The guests proposed the following definitions. Independent study can be offered for a topic that is not covered by courses at the college. Individualized study can be offered when the student needs a particular course to graduate but that course is not available (IND198 or 199 Lib or non-lib)

Dionne Miller asked about the appropriateness of the 36 credit requirement for these types of classes. The ASC committee members believe it is a bit high. It is worth noting that a waiver from the provost can be obtained.

Another requirement is that these courses must have seven to ten contact hours.

To clear up some language in the definition of these courses, “supervisor” and “advisor” both mean advisor.

ASC board members agreed that the new policy seems much clearer and voted unanimously to approve the changes. The policy will appear in the new catalog.

Vera Albrecht asked about faculty rules. How much release time or other compensation will be offered? The compensations seems low. Alexandra Rojas asked how students know about these options. The ASC student representative said she didn’t know about independent or individualized study courses.

#### Security topic

Fawad Rahmani from the Campus Security Department arrived. Members of the ASC asked him about the incident that occurred on campus. He could not comment much and referred us to James or Shahir for further information.

Where can we find documentation about security protocol for faculty security interactions? For students, the College’s emergency documents give the required information. For faculty it is in the handbook. For security officers it is in their contract. Fawad will follow-up on this question.

Vera Albrecht asked about incidents that occur outside, but close to, campus. Fawad Rahmani is not sure but it does seem like a good thing to tell public safety about such incidents. Of course call 911 if necessary. Security will respond to incidents adjacent to the college.

ASC members suggested having a blurb on the syllabi about security. Security Information, including the emergency guide is available on the LaGuardia app.

We need to inform students and security that the "ID" on the LaGuardia app is acceptable for building entry.

Each floor has a fire warden. Alexandra Rojas suggests fire wardens should have more training. Mental health situations warrant calling public safety. Fawad Rahmani said the Security Office welcomes all suggestions.

There will be no June meeting. Meeting was adjourned at approximately 4:30.

*Glenn Henshaw*