

Academic Standing Committee

Minutes of the meeting on November 18th, 2019

Present: Alexandra Rojas (Chair), Lee Boyar (Business and Technology), Michele De Goeas-malone and Caterina Almendral (ELA), Lilla Tóke (English), Vera Albrecht (Humanities), Janet Gonzalez (Natural Sciences), Erika Correa (ACE), LaVora Desvigne (Admissions), Judy Ashton (Health Science), Rochell Isaac (Academic Affairs), Louise Butironi (Counselling), Glenn Henshaw (MEC), Derwent Dawkins (Registrar).

The meeting started at 2:35pm in the Library Conference Room and ended at 4:30pm

1. Introduction for new member Caterina Almendral who will be replacing Michele De Goeas-malone and representing ELA
2. Voting rules for a new Chair election were reviewed. If members want to change the rules to so that staff members or members with CCE may run for Chair changes must be made to the Academic Standing Committee (ASC) bylaws which will then be submitted to the Senate for final approval.
3. Voting took place by secret paper ballot; results Alexandra Rojas = 11 Vera Albrecht = 2 Alexandra Rojas was voted in for the next 2 years.
4. Review of previous minutes was approved with minor changes

Workshop on Academic Policies, Mon Oct 28th, 2019

1. The RSVP feature worked, and the workshop was well attended
2. Nireata Seals, the new Provost, attended
3. On Dec 16th the minutes from this workshop will be reviewed
4. For the next year's workshop, a section on the Wellness Center will be included in the presentation since student reach outs are increasing.
5. Deer Oaks-CUNY Work/Life Program provides short-term counseling, resources and referrals for staff and faculty

Old Business from the Oct 7th Meeting

1. Find an interim representative for Social Sciences until Rebio Diaz Cardona returns (Janet follow-up)
2. Repeating course for transfer students was revisited and the Registrar representative presented a policy that applies to all students; no student can repeat a course above a C- without departmental Chair approval
3. A written protocol for the ACS website will be posted outlining the steps for processing plagiarism cases (Vera follow-up)
4. A College handout exists with information about Credit for Prior Learning, but the phone number and the contact seem not to exist (Erika follow-up)
5. Senate is trying to access how to credit students' Prior Learning for field work
6. Erika Correa was elected as the Senate representative for ACE and will report to ASC on Senate meetings

Early Alert vs Early Advisement

7. The following information is in both the 2018-2019 and 2019-2020 catalogs;
The Early Alert Program is designed to identify, help and engage students at risk of failing their course(s). As part of the Early Alert Program, faculty are asked to submit information regarding students' performance in their course(s). Students, who are at risk of failing a course, will be contacted and asked to come in and meet with an advisor. The advisor will identify strategies and options to address and improve student course performance.
8. The concern with Early Alert Program was that faculty submitted information and students were inconsistently contacted by advisors about their performance.
9. Is C2C covering this aspect of early advisement? (Alex will follow up with Bart for clarity)
10. The following information is in the 2018-2019 and has been deleted from the 2019-2020 catalog;
Policy on Early Advisement to Improve Student Performance College policy requires that faculty will: 1. Provide students with clear-cut course objectives and requirements and evaluation criteria (criteria for grading); 2. administer some form of evaluation (e.g., quiz, exam, written assignment) by the end of the fourth week of a 12-week session or by the end of the second week of a 6-week session; the evaluation is to be returned and discussed with students; and 3. initiate early contact with students performing poorly; assist students by offering advice and by referring students to labs or to the Student Advising Services office, B102.
11. The concern is that this policy was dropped from the current catalog
12. We will reach out to Dionne Miller, Associate Dean for Academic Affairs, (Janet follow-up) to check the catalog printing timeline so that ASC can review
13. Or does Senate have to inform ASC what is omitted from catalog year to year
14. PAAR Proactive advisement registration does not appear in the current 2019-2020 catalog

New Business

1. It was brought to the attention of ASC that the Student Handbook distributed by the Division of Student affairs has an incorrect policy stated with respect to medical leave of absence with an appeal (Vera will send email and follow-up with Isacc Fowler)
2. The following question was raised do different departments have different policies regarding academic standing requirements (Follow-up???)

Clarity concerning WU vs F policy

1. Registrar stated that LaGCC has an attendance policy.

2. Dr. P Arcario sent a memo on Nov 18th, 2019 forwarding a Dec 7th, 2016 email from the University Dean of Enrollment Management clarifying the WU grade versus F grade as follows;
3. “There is a thin line between stopped attending completely and did not attend the last few classes. There is no objective answer. I would say if the student misses the last 3 or 4 classes, they should receive a WU. If they missed the last 1 or 2, an F might be appropriate, but that is up to the faculty member.”
4. This memo will be reflected in the catalog (Vera will draft new language)

Next Meeting Dec 16th, 2019

1. The members will be reminded of the mission, bylaws, rules and regulations and the purview of this committee (Alex will follow-up)

Action Items requested by Provost Seals on 11/04/2019

1. Disseminate the following to departments
 - a. My LaGuardia
 - b. Faculty Resources
 - c. Student Handbook and Code of Conduct-Henderson Rules
 - d. Clarification of student behavioral issues
2. Follow up on the waiver students must sign for field trips
3. Ask Mr. L. Merchant about 3rd party representation for remediation for a student code of conduct violation (LaVora will follow up)
4. Send justification for the separation of Academic Appeals from ASC so that the issue can be voted on by the Senate

Respectfully submitted

Janet Gonzalez