Academic Standards Team Meeting
February 1, 2022
Minutes

Present: Darci Cather, Chevis Thompson, Ruth Smith, Danielle Boyd, Tammy Capps JoElla Basler, Kayla Sauerbrunn, Dr. Greg Mason, Lee VanAlstine, Dr. Kristin Shelby, David Black, Lori Armstrong

I. Call to Order at 2:03 pm by Darci Cather.

II. Welcome to New Members
- A. The purpose of the Academic Standards Team is ensuring the academic integrity and quality of the College's courses and programs.
- B. The Academic Standards Team is associated with the Academic Affairs Council.
- C. The Academic Standards Team reports to the Vice President of Academic Affairs but the VPAA is not a voting member of the team.

III. Review of Council Charge
- A. Scope of Responsibility.
  1. Policy functions.
     - a. Recommend improvement to the College's academic standards policies, procedures and guidelines.
     - b. Recommend policies, procedures, and guidelines to ensure academic standards information is accurately portrayed in the College Catalog and any student handbook.
  2. Operational functions.
     - a. Oversee the development, delivery and improvement of the College's curriculum.
     - b. Ensure curriculum is academically sound, comprehensive, and responsive to community needs and reflective of the Board's Strategic Outcomes.
     - c. Ensure curriculum delivery standards are consistent with student interests.
     - d. Provide oversight of all new courses and programs to ensure that academic standards are maintained.
     - e. Recommend new credit courses and programs for approval.
     - f. Recommend program changes and course revisions for approval.
     - g. Recommend degree and general education requirements for all programs.
     - h. Oversee processes to resolve academic integrity issues and student appeals.
     - i. Provide a forum for innovation in teaching and learning.
     - j. Oversee faculty tenure processes.

k. Oversee faculty development processes.
l. Recommend, annually an academic calendar for consideration of approval.
m. Ensure catalog and student handbooks have accurate information as it relates to academic standards.
n. Develop and implement standards for academic related web content.

IV. Election of Team Chair
A. Team Chair is a 1-year appointment and it rotates between faculty, staff and administration.
B. Lori Armstrong nominated Ruth Smith for Team Chair.
Ruth Smith asked about the Chair responsibilities. The chair develops the agenda with help from the working committee.
C. Lori Armstrong made a motion to elect Ruth Smith as Team Chair with a second by JoElla Basler. All voted in favor, motion carried.

V. Other Business/Questions?
A. Dr. Kristin Shelby shared about the restructure of Curriculum & Instruction (C&I). It will have 2 parts, action items and working items. Items going to C&I have the ability to work through AST for all necessary discussion before becoming an action item in C&I meetings.

VI. Adjournment
A. Dr. Kristin Shelby made a motion to adjourn the meeting at 2:25 pm with a second by JoElla Basler. All voted in favor and the motion carried.