



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.