Academic Standards Team Meeting
March 1, 2022
Minutes

Present: Darci Cather, Dr. Kristin Shelby, Amanda Hannan, Ruth Smith, JoElla Basler, Kayla Sauerbrunn, David Black, Chevis Thompson, Danielle Boyd, Tammy Capps, Felicia Rouse

I. Call to Order
   A. The meeting was called to order at 2:06 pm by Ruth Smith.

II. Approve Minutes of February 1, 2022 meeting.
   A. Dr. Kristin Shelby made a motion to approve the minutes with a second by Kayla Sauerbrunn. All voted in favor and motion carried.

III. Additions to the Agenda
   A. No additional items were added to the agenda of the meeting.

IV. Item for Discussion
   A. The creation of a fall schedule that has equitable distribution across days, times and locations.
   B. Darci Cather explained the schedule is identified in the strategic plan and tied to Goal 4, Strategy A: Develop guidelines for course schedule development.
   C. The team is challenged to create guidelines to develop the schedule.
      1. Broke into 3-member groups utilizing scheduling guidelines/resources from Oakland College, Three Rivers Community College, Lakeland College, and Central Virginia Community College to compare and contrast components needed in our scheduling creation process.
      2. Each team shared components they considered necessary from each college to include in our creation process.
      3. Ruth Smith will create a Google Doc and send to everyone the combined list of components identified from each of the colleges.

V. New Business
   A. Registration for summer will being on March 28, 2022 and registration for fall will begin on April 11, 2022.

VI. Adjournment
   A. Tammy Capps made a motion to adjourn the meeting at 3:51 pm with a second by Amanda Hannan. All voted in favor and the motion carried.