Academic Standards Team Meeting Minutes
Tuesday, October 4, 2022
2:15-4:00, J2051

Present: Ruth Smith, Lori Armstrong, JoElla Basler, David Black, Danielle Boyd, Amanda Hannan, Kayla Sauerbrunn, Virginia Severs, Dr. Kristin Shelby

I. **Call to Order** at 2:22pm by Ruth Smith.

II. **Approval of Minutes of April 8th** Lori Armstrong made a motion to approve the April 8th minutes with a second by JoElla Basler. Motion carried.

III. **Additions to the Agenda** - there were no new additions to the agenda.

IV. **Items for Discussion**

A. Academic Schedule was tabled for next meeting. It was noted that October 17th was the first day students could register for Spring 2023 classes.

V. **New Business**

A. Textbook discussion
   a. It was discussed that departments were to review current textbooks to ensure that books align with what our syllabi states and the bookstore carries and that students have access to those textbooks.
   b. Dr. Shelby stated that this team would be tasked with addressing a textbook policy that aligns with the Higher Ed Act of 2008. Dr. Shelby stated that she would share that with the team.
   c. To comply with the law, we must have a policy in place that shows textbooks are accessible, affordable, and that there are guidelines for replacement - in writing.

B. Policy Review
   a. Ruth provided insight from Dr. Teske regarding the process of policy review as indicated on the agenda. Ruth mentioned that the goal was for policies to be universally understandable, leaving little room for additional interpretation.
   b. The team addressed policies assigned to us by the Academic Affairs Council and Dr. Shelby mentioned that the due date for review of the policies was October 25th and there would be new policies to write in the future, such as the schedule creation policy which did not get completed the last Academic Year.

c. The team collectively decided to review the policies together, noting that each individual was free to provide their own evaluation on the electronic link.
d. Discussion and completing as a collective group was valuable to the team; discussing concepts with individuals who had more understanding of some policies, where their departments may have followed some of those policies and procedures more frequently than others and offered additional insight.
e. The following policies were collectively discussed and individually reviewed by team members present for the meeting:
    i. Credit Hour Definition - 4215
        1. Collectively, the team agreed this was a "wordy" policy made up primarily of definitions and that language needed revised for clarity.
        2. In this discussion, the team reviewed the mission, values, principles, and strategic initiatives and agreed that a blanket statement may be necessary to provide clarity on the purpose and need of this policy.
    ii. Grading (Note: Integrated with Pass/Fail Grade Policy)- 8161
        1. Although primarily satisfactory, there may need to be some updates to titles and language to reflect current practices.
        2. "W" needed to be changed to reflect correct the timeframe.
        3. 10th day vs Census Date - language should be clear and 10th day does not apply in any courses less than 16 weeks (8 week course = 5th day). Further discussion needed. This policy needs to be addressed for clearer interpretation.
    iii. Pass/Fail Grade Policy- 8161
        1. It was discussed that this is presently written as a procedure and needed to be integrated into the grading policy as stated above.
        2. Questions arose regarding the 4 credit hour/semester and 12 credit hour/program language. This policy needs to be addressed for clearer interpretation.
    iv. Evaluation of Student Academic Performance (Note: Maintaining Student Attendance Records) 8410 - no issues noted with this policy.
    v. General Graduation Requirements 8470
        1. Call to action brought discussion on where the guidelines were located and if this is our current practice. Some clarification may be needed.
        2. Language discussion brought the need for additional clarity relative to definitions and state/federal/ legal scrutiny since it only states it will conform with ICCB.

C. Next Meeting: November 1, 2022 at 2:15pm

a. Will discuss results of compiled data from review.

VI. **Adjournment - 3:51pm;** motion made by JoElla Basler with a second by Kayla Sauerbrunn.