Academic Standards Team Minutes
Tuesday, October 3, 2023
2:00pm – 4:00pm
H2090 – "The Beach"

Chair: Mandy Hannan

Roll Call:

Keyarra Blissett	x	Ginny Severs		Ian Nicolaides	x
David Black	x	Becky Steinmetz	x		
Jennifer Watkins	x				
Danielle Boyd	x	Dr. Darci Cather	x		
Anna Davenport		Dr. Kristin Shelby- ad hoc			

Agenda Items:

I. Call to Order at 2:03 p.m.

II. Approval of Minutes of February 15, 2023
1st – David Black, 2nd, Danielle Boyd; All approved

III. Additions to the Agenda

IV. Items for Discussion

- **Catalog:**
  - **Course Description Structure Change – Dr. Shelby**
    Mandy communicated for Dr. Shelby her proposal for a unified format in the course catalog. Dr. Shelby presented an example from the Lewis and Clark Community College catalog, which also complies with ICCB standards. It includes a PCS and IAI coding with descriptions. Discussion about the current catalog vs the proposed catalog.
    Dr. Ian Nicolaides made a motion to adopt the change as presented, 2nd by Keyarra Blissett. All approved, motion carried.
  - **Calendar**
    Reminder any changes for the catalog needs to go to the C&I team. A calendar timeline for the catalog has been supplied by the Student Services office.
  - **Process & Procedure for courses not taught (3-5 years) – guidelines needed.**
    A procedure needs to developed for courses that are not offered after a period of time. Dr. Cather reiterated that a process needs to be developed for how these

classes should be handled for deactivation decisions. While some courses may have been removed from the catalog, they were not inactivated. Some courses are not available due to faculty availability. We do need a procedure and timeline to review these courses to present to C&I to use as a standard. David adds that department chairs need to be involved in the decision process for inactivating courses. Dr. Cather added we also need to consider which types of courses are to be included in the catalog. Discussion included what triggers we would consider to inactivate and reactivate courses and rotational plans. The team agreed that after five years of inactive classes the course would be reviewed with the department chair and dean to develop or redesign a plan to continue the course. If after the sixth year of being inactive, the course will be inactivated. It was recommended we put a timeframe on the review of the course for May or June. Dr. Cather recommends utilizing Dr. Muckler for verbiage and development of the policy and/or procedure. It was also decided to include 1.1 through 1.6 courses in the catalog.

- **Pre-employment audit forms - Dr. Cather**
  Dr. Cather reviewed the changes made from the existing Faculty Qualification Form to the new from presented. This form will help identify the courses faculty are verified to teach by their obtained graduate hours or CTE work experience. Added was a box for denial to identify the areas of for denial for quick reference. Discussion about he qualifications in regards to dual credit arose. Discussion about the current process of the decision to verify who is qualified or not. Dr. Cather explained the process starts with the department chairs, followed by the deans, and final is with the VPAA. Continued discussion about the dual credit qualifications and PDP.
  David Black made a motion to accept the new form as presented, Dr. Ian Nicolaides 2nd. All approved.
- **Academic Honesty: Plagiarism/AI policy development**
  Dr. Woolridge brought to attention via email to all faculty about cheating by the use of AI and plagiarism has increased. All agreed it is a great tool when used correctly. It was noted that APA has developed citing guidelines for AI. Discussion about how students are using this, how it works, and Turn-it In. The team reviewed the student handbook section for plagiarism. Dr. Cather recommends a subgroup to research guidelines, standards, and information to bring back to the team to develop a way to incorporate AI into the classroom ethically.

V. Old Business

- Course Enrollment Lists/Midterm Verification Lists
  New process has been presented by the Institutional Effectiveness department. Mandy and Dr. Cather reviewed the new process and reiterated this is not midterm grades. This is something different. Discussion about the college drop policy and ICCB language. Discussed the Midterm Verification process and the importance.

VI. New Business
No new Business

VII. Adjournment 1st – Danielle Boyd, 2nd – Keyarra Blissett. All Approved.