Academic Standards Agenda
January 10, 2024
2:00-4:00 p.m.
Beach

Chair: Mandy Hannan

Roll Call:

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

Agenda Items:

I. **Call to Order** at 2:06 p.m.

II. **Approval of Minutes** Motion to accept by Dr. Shelby, seconded by Ginny

III. **Additions to the Agenda** None

IV. **Items for Discussion**

- **Scheduling Time Zones (2nd read)**

Mandy told everyone this was not exclusive; there are exceptions to scheduling outside the zones. Becky asked how it was affecting the student schedules? Danielle and Dr. Shelby agreed there had been some complications with the student scheduling, but both were not sure it was time zone related. They believed the offering of subjects could've had more of a variety in offering times. It was mentioned that students did not like the start time of the last time block starting at 6. Danielle suggests changing the time zone block to start at 5 and keep it until 9:30 p.m. Mandy will take the suggestions back to Dr. Cather.

- **Scheduling Guidelines/Procedures (2nd read)**

The guidelines and procedures were developed to create something more formal for scheduling. Dr. Cather had added a purpose statement and removed some of the bullets. The team focused on the scheduling procedures on the last page. Mandy demonstrated the scheduling tool that is being utilized by the Dean's for scheduling. Danielle asked for clarity for the phrase "Monday through Thursday." The team did not have a clear understanding at this time regarding "M-TH." Becky asked about the process of making a schedule "live;" Danielle gave an overview of the procedure for that. Mandy started from #1 in the procedure and the team gave suggestions or comments. Timelines were requested for the scheduling procedures. #2 needs to be input to the Deans. #5 & #6 needs flipped. #11 is redundant to #5. #13 needs to identify who "Institutional Schedule Meeting" includes. #15 needs reviewed against Colleague. #16 there is question if this tool is being utilized and/or effective. #17 Workloads are finalized by whom? #18 Goes live when? Mandy is going to compile the notes and send back out for review.

- **Course Cancellation Procedures (1st read)**

Another step, in front of the current #1, to include a meeting with Student Affairs two weeks before the 1st day of class to discuss endangered classes. #1 needs a timeline. #3 and #5 needs a timeline. Anything that says "Office of Recruitment and Enrollment" needs to say "Office of Student Affairs." Motion to accept the procedure with the changes was made by Dr. Shelby, seconded by Danielle. Motion carried.

- **FY26 Academic Calendar**

Team had lots of discussion about the FY26 calendar. The team would like to see multiple calendar options.

V. New Business

VI. Adjournment Motion to adjourn was made by Danielle, seconded by Keyarra.