Academic Standards MINUTES
November 8, 2024
8:30-10:00 am
H2090 (Beach)

Chair: Mandy Hannan

Roll Call:

X	Mandy Hannan		Anna Davenport	X	Rachael Trotter
X	Teale Betts	X	Dr. Ian Nicolaides		Dr. Micah Spicer
	David Black	X	Ginny Severs	X	Dr. April Teske
	Keyarra Blissett		Becky Steinmetz		Dr. Kristin Shelby
X	Danielle Boyd	X	Jennifer Watkins		

Agenda Items:

- **Call to Order:** Mandy Hannan Called the meeting to order at 8:45am
- **Approval of Minutes** – tabled for December Meeting
- **Additions to the Agenda:** Danielle Boyd added Internship Process to the agenda
- **Items for Discussion**
    - AY26-27, 27-28 Calendars
    - Both the AY26-27 and AY27-28 Calendars were reviewed. Mandy received positive feedback from Jeff McGoy and Jesse Smith-Fulia regarding the days changed to push back the start date of the fall semester. Dr. Teske discussed assessment day for both academic and student affairs and how it has worked well for each to have their own dates, academic in August, student affairs in summer (July). Danielle stated that it worked better in summer because it follows their calendar. Teale asked if everyone would be getting together again, which Dr. Teske stated that Dr. Taylor wants to utilize the shared governance process to communicate/ disseminate information. The former College council was also discussed. It appeared that legislation surrounding election day was only found for 2022 and 2024 without a need for biennial closure. At this time, we will remove election day and return it to an instructional day. Additionally, a split final week to ensure a minimum of 75 instructions will occur. This also allows for student affairs to complete end of year work in a timely manner prior to the holiday. Mandy will update both calendars and submit to Dr. Teske.
    - After further review of the calendar, the following calendar changes were approved with a motion made by Teale, seconded by Ian (Fall 76 instructional Days, Spring 77 instructional days):
        - Assessment Day for academic affairs will be August 14.
        - Classes starting on August 17, 2026.
        - October 8 would remain SCC Day

- October 9 would become an instructional day.
- Election day will return to an instructional day for this year unless otherwise specified.
- Intersession will start on December 14th
- Grades will be due to the Registrar by December 16th, 2026. Note that the split week finals were approved by the committee.
- Winter Intersession grades will be due January 8, 2027.
- Spring Break will be March 8-12, 2027.
- Finals will take place May 10-13, 2027.
- Commencement will be held May 14, 2027.
- Summer Intersession will start May 17, 2027 and Grades for Spring 2027 will be due that day as well.
- Intersession grades are due on June 4, 2027.
- Summer courses begin June 7, 2027. Fridays will remain non-instructional for most faculty, staff does not assume campus is closed, and some courses will likely take place as previously scheduled, such as truck driving and CNA clinicals.
- Summer Final Exams will be held on July 28-29, 2027.
- Summer grades are due Friday, June 30, 2027.

- For the AY27-28 Calendar, similar discussion regarding start dates and finals dates were noted. The calendar was approved with changes listed following a motion by Teale and a second by Danielle to include:
    - Convocation 8/12/27 and Academic Assessment Day 8/13/27.
    - Fall 2027 start date if August 16, 2027.
    - Previously scheduled as Assessment Day, September 7 would return to an instructional day.
    - October 7, 2027 remains SCC Day.
    - October 8, 2027 returns to an instructional day.
    - The final exam schedule was revise to match the 26-27 calendar where exams would occur on the split week; Thursday/ Friday December 9/10 and Monday/Tuesday, December 13/14. Grades will be due on Wednesday, December 15, 2027.
    - Winter Intersession courses will begin on 12/13/2027.
    - Intersession grades will be due on Friday, January 7th, 2028.
    - Spring 2024 semester will begin on Monday, January 10, 2028.
    - Spring Break will be held March 6-10, 2028. Finals week will occur May 8-11, 2028.
    - Commencement will be held on Friday, May 12, 2028.
    - Intersession classes will start on May 15, 2028
    - Intersession grades are due on Friday, June 2, 2028.
    - Summer courses begin on Monday, June 5, 2028. Fridays will remain non-instructional for most faculty, staff does not assume campus is closed, and some courses will likely take place as previously scheduled, such as truck driving and CNA clinicals.

        - Summer Final Exams will take place on Wednesday and Thursday, July 26 and 27, 2028. Grades are due on Friday, July 28th to the Registrar.
    - Addition: Although this is scheduled for Academic Leadership Team in the week following this meeting, Danielle discussed the need for a process to provide a list of internships to Student Affairs/ Advisors to assist students who have to look for their own internships. While allied health internships fall out of this option, it was discussed that a new process was needed to eliminate the need to give students Incompletes, Withdrawals, or failing grades when they are unable to complete their internships in a timely manner, of which can include site unavailability or student's inability to complete. Danielle said they are proposing that chairs obtain a list of internship contacts/ companies. Some programs where students set up their own internships include construction management, HVAC, social work, and others. A question was posed whether this could be something Blake could assist with but it was made very clear that no one was intentionally trying to add to someone else's workload, rather, discussed that it aligned with the goals of Blake's position.

- **Adjournment-** Danielle made a motion to adjourn with a second by Teale.

  Next Meeting: 12/3/24

  Please send any agenda items to amandah@shawneecc.edu