

## **Academic Standing Committee**

### **Minutes of the Meeting on February 27, 2023**

**Present:** Lilla Toke Chair (English), Caterina Almendral (ELA), Alexandra Rojas (Library), Dean Dionne Miller (Academic Affairs), Derwent Dawkins (Registrar), Kyle Hollar-Gregory (Social Sciences), Janet Gonzalez (Natural Sciences), Erika Correa (B&T), Nicole Lytle (ACE), L. Chavira (Student Government President).

**Meeting Start Time:** 2:36 PM

**Meeting End Time:** 4:25 PM

#### **December Meeting Minutes**

1. The Committee reviewed, updated, and approved the December 2022 Meeting Minutes.

#### **Exemption Policy**

1. The Committee members shared feedback about the exemption credit policy. Certain students may be taking courses at the college for credits but the Committee does not believe we should award exemption credits to non-matriculating students that are not working towards a degree. Also, exemption credit will be awarded to Early College High School programs. The language of the exemption credit policy was changed to say “only degree students and students enrolled in the Early College High School program are eligible to earn exemption credits.”

#### **Attendance Policy**

2. The committee discussed record keeping procedures for attendance. The Chair met with Faculty Council to discuss the new attendance policy and received feedback this month at a Faculty Council meeting. The Chair met with the members of the Committee on Faculty too.
3. At the meeting, the Chair discussed the reason for the attendance policy with Faculty Council. The reason for attendance was to ensure students succeed in courses and should not be a punitive policy, which was explained to faculty. The attendance policy should be stated on the syllabus and faculty have freedom to determine the attendance policy subject to Department and Program policies.
4. The feedback received was that some faculty wanted more clear guidelines to make sure attendance policies may not be punitive and extreme. Faculty expressed concerns about students being confused about attendance requirements but the ASC Chair explained that the policy should be reviewed with students and explained in the syllabus.

5. The committee discussed what to do if a Professor does not provide a student with a syllabus. Also, we addressed how we should determine whether a course's attendance policy is proper? The Committee mentioned that we should research if a syllabus is a requirement for all faculty members across the college. Also, we should determine what should be required in a syllabus. However, we need to determine if the course catalogs and faculty handbook requires faculty to have a syllabus for each course. Upon further research the committee may make some suggestions for our new attendance policy to the department Chairs.
6. Committee suggested that departments should have standard policies for all faculty members in the departments to ensure reasonable attendance policies are put in place and outlined in syllabi.
7. Committee agreed to develop a list of dos and don't's when developing departmental attendance policy guidelines for Department Chairs. The goal of attendance is for faculty to implement a policy in their courses so students understand what is expected of them in terms of attendance and participation. Also, records of students attendance in class for grading purposes helps with student learning.

#### **Review of Online Learning Committee Recommendations**

8. Online learning Committee made strong recommendations about student conduct for online courses. Also, GPA requirements were recommended for online courses that may be asynchronous, synchronous and hybrid. Lastly, academic integrity policies for online learning may need to be reviewed.
9. The student handbook describes student conduct. It is the task of student affairs to develop policies related to student conduct for online learning and we will refer it to student affairs. The committee mentioned that the academic integrity policy is governed by CUNY. It was suggested that we should consult with CUNY central if we want to research recommended online learning academic integrity policies moving forward.
10. Moreover, the Committee agreed to have a discussion with the online learning committee about student conduct online and policies for student academic integrity related to online courses.
11. The Committee suggested that we ask the Online Learning Committee about recommendations to departments and Chairs for online courses. The committee mentioned that the Chairs were asked to provide feedback about online learning committee recommendations. The Committee believes we need to differentiate between online modalities. Also, we need to have a college wide discussion about the online learning committee recommendations in order to determine roles of committees and Chairs in implementing online learning committee recommendations. The Committee would like to hear about other college policies for online learning courses in order to provide the proper feedback.

12. The Committee mentioned that we need to make proper policies that open up online courses to the applicable students. Overall, we should ensure that we are not creating barriers for students that could impact enrollment and retention. The committee suggests we gather feedback from students to understand their concerns and needs for online learning courses. Some Committee members suggested that students should have certain GPA requirements to take online courses.
13. The Committee mentioned that the college does have a fully degree online option in Business and Technology Department. Also, CUNY would like to implement asynchronous fully online programs at LaGuardia Community College.
14. The Student Government President gave feedback about online courses. She mentioned that students do not put on cameras. The president suggested that a rule should be instituted requiring students to put on cameras for attendance and participation. The committee mentioned that the current policy was modified allowing faculty to require students to put on cameras but we should review this policy.
15. The committee suggested that academic dishonesty online could be addressed by the committee. The committee recommended we review and develop policies regarding academic dishonesty related to online courses. The Committee suggested to invite Luis Merchant to discuss online academic dishonesty. The Committee discussed that some departments did utilize programs that detect issues of academic dishonesty and we should research the benefit of online programs to combat academic dishonesty.
16. The Committee discussed requiring students to take exams in person for online courses should be at the discretion of the Professor. The committee suggested researching whether a residency requirement should be required for taking certain online courses.
17. The committee briefly addressed the topic of online harassment and procedures for addressing it.

### **The Academic Forgiveness Policy**

18. “Students who have been dismissed from, or have not been in attendance at, the College for a period of at least five years and whose GPA is below 2.0 are able to be reinstated under the Academic Forgiveness Policy. For students reinstated under this policy, past grades of F, FIN or WU will remain on their transcripts but will not be calculated in their grade point averages. This policy gives students a second chance to complete their studies.”
19. The committee discussed the academic forgiveness policy and changes to the language of the policy. If a student returns after 5 years then they can be eligible for academic forgiveness. Students may have grades forgiven and they do not count towards a student's GPA. However, the grade will still appear on the transcript. The Committee will discuss whether we reduce the five year wait for academic forgiveness to three years.
20. The Committee decided to table the discussion until the next meeting.

**Next ASC Meeting**

1. The next ASC meeting will take place in March. During the next meeting, the Committee will discuss policies related to online courses and academic forgiveness.

Respectfully submitted,

Kyle Hollar-Gregory, Social Sciences Representative