

## Academic Standing Committee Meeting

May 13, 2024

**Present:** Caterina Almendral (Interim Chair, ELA), Sandra Ribeiro (Health Sciences), Tara Coleman (English), Dionne Miller (Academic Affairs), Janet Gonzalez (Natural Sciences), Alexandra Rojas (Library), Michael Napolitano (Business), Vera Albrecht (Academic Appeals and Humanities), Lakshmi Iswara Chandra Vidyasagar (MEC), Kyle Hollar-Gregory (Social Science Department), Allyson Santiago (Registrar)

Meeting Start Time: 2:30 PM

1. **Welcome Remarks**-Quorum with 9 in attendance at the start of the meeting.

- The Committee members received the agenda with forms attached in teams and outlook invitation.

**Action Item:** The April 2024 Meeting Minutes were shown and reviewed. The Committee voted and approved the April Meeting Minutes.

2. **Update on the Catalog Revisions:**

- **Grade Point Average Section of the Catalog:** The Grade Point Average Section changes were brought to the Senate as an Informational Item. The Committee reviewed an additional update to the section so the *How to Compute Your Grade Point Average* Table would be consistent with the following *Sample Calculation* table. “Grade Point Average” was changed to “Numerical Value” and “Suggested Numerical Value” was changed to “Suggested Grading Range”. This is shown in red in the document shared.

**Action Item:** The Committee voted and approved the table changes.

3. **Academic Appeals:**

- **Catalog Updates:** The Committee discussed Academic Appeals catalog updates. Academic Appeals seeks to correct the catalog deadlines to be consistent with the appeal form and practice, and to update the language to clarify the process for students. The Committee discussed that students may not be able to talk to Faculty or may feel intimidated when appealing a grade. There is a proposed language change from “In order to appeal a final course grade, the student **must** first discuss the grade with the Faculty” to “In order to appeal a final course grade, the student **should** first discuss the grade with the Faculty” as a best practice. The Committee discussed that appeals must be filed by the end of the semester in attendance following the semester in which the course was taken.
  - **Appeals Form:** The Committee discussed updates to the Academic Appeals form to separate Academic Appeals from Reinstatements and Financial Liability Appeals, and to have the same information in the form and catalog.
  - The Committee discussed confusion based on the 2021 CUNY Policy and Procedures memorandum. <https://coursedog-static-public.s3.us-east-2.amazonaws.com/uapc1/CUNY-Uniform-Grade-Glossary-Policies-and-Guidelines-05222021-1.pdf> The Committee discussed how the CUNY

memorandum is different in that a student must appeal within 30 days, and the short turnaround of appeal would be difficult for students, noting that if these changes are implemented, the appeals process should be communicated with advisors, faculty, and staff to communicate the shorter windows of time. The Committee tabled the conversation noting that more information is needed.

- The Committee discussed the timelines and appeals process, noting it does not work with timelines for some CUNY colleges. Individual colleges should have their own appeals processes that work for the students and not simply align with the CUNY 2021 Memorandum. Other concerns raised include situations like connecting with non-full-time faculty for appeals.
- The Committee discussed separating Academic Appeals from Reinstatements and from Financial Liability Appeals so that students only provide the information specific to their particular appeal.
- The Committee discussed CUNY grades:
  - INC (“Term’s work incomplete (temporary grade)”)
  - PEN (“Grade pending (temporary grade)”) The PEN is where the grade is coming or where there is penalty and disciplinary action or penalty where the case was heard before the committee. These have been used in other CUNY colleges but new to LAGCC. It is for academic integrity issues as a place holder and used during the student appeal process.
  - FIN (“F from incomplete. To be used when the INC grade lapses to an F grade”)
  - WU (“Withdrew Unofficially. Student participated at least once in an academically related activity”) versus F (“Failure/Unsuccessful Completion of Course”). The F is better for veterans and foreign students. But the students should receive the grade earned and not based on convenience. More frequently and based on extenuating circumstances, the student receives a WU up to exam week.
    - W (“Withdrew. Student participated in an academically related activity at least once”) Before, it used to have a specific date. Now, it is up to exam week. There is some possibility that CUNY Central may change the W deadline back again.

**Action Item:** The revisions will be tabled so that the language is aligned with the Academic policies. The information will be discussed at the next Academic Standing Committee meeting, and if approved, shared with the Senate at the next meeting.

#### **4. Committees:**

Academic Standing Committee and Academic Appeals Committee are no longer the same. Other committee clarification:

- The Academic Integrity committee is under Academic Affairs. The Academic Standing Committee discussed where the Academic Integrity Committee should sit and how the

Committees should work together, i.e. subcommittee under the senate? The definition of the committees should be clearly defined:

- Academic standing- creates policies.
- Academic integrity- enforces policies.
- Academic Appeals – enforces policies. It has been a subcommittee under the Academic Standing Committee. Faculty understanding of grades and attendance taking protocols impact appeals.
- How best to position the academic appeals committee?
  - A possibility that Academic Appeals and Academic Integrity are Sub-Committees of Academic Standing.
  - In the new governance plan, the Academic Appeals Committee will be its own Committee under the Senate and the Academic Appeals Committee should hold the same position.
  - There should be a plan for committees to meet, possibly monthly, due to overlapping areas.

Academic Appeals and Academic Integrity should sit at the same level within the senate and both be their own committee under senate. All 3 Committees (Academic Standing, Academic Appeals, and Academic Integrity) should have a joint meeting, i.e. once a month to coordinate.

Academic integrity: there will be meetings with the Senate to establish the Committee and Officer.

#### **5. Non-Degree/Visiting Student Policy:**

The Committee discussed the Non-Degree/Visiting Student policy and returning to pre-pandemic policy. The pre-pandemic policy clearly stated that pre-requisites are required to take classes unless there is a waiver from the department. This policy changed during the Pandemic removing the requirement for pre-requisites to increase enrollment as a pathway (emergency measure) and voted by the senate but not the CUNY Board of Trustees or CUNY for approval.

- The request to put back the requirements or pre-requisites- a concern was brought up with a non-degree student in a course where the student had not taken pre-requisites. The Faculty reached out to the registrar and the student was removed from the class. The language in the catalogue was not updated and removed. Now, there is a grey area. Most students at LAGCC are not usually non-degree students who are exploring classes. Most are taking as prerequisites to take other courses even outside to other colleges or to degree programs. For the integrity to courses and grades, non-degree and in house should have the same standards. This also supports safety and is not a barrier to preparation.

The Academic Standing Committee discussed and reviewed the text that should be added and returned to the current catalogue.

**Action Item:** The Committee unanimously voted to approve adding the following text to the Non-Degree/Visiting Student policy:

**“Students are required to meet all pre- and co-requisites for all courses for which they register unless they receive a waiver from the appropriate academic chairperson.”**

**6. Next Academic Standing Committee Meeting:**

- June 3<sup>rd</sup>, 2024
- Senate Meeting is June 5<sup>th</sup>, 2024.
- Academic Integrity Meeting is June 20<sup>th</sup>, 2024.

**Meeting Adjourned:** 4:30 PM

Respectfully submitted,

Sandra Ribeiro (Health Sciences)