

## Meeting Minutes for the ASC Committee Meeting - September 2024

**Attendance:** Lilla Toke Chair (English), Alexandra Rojas (Library), Lakshmi Iswara Chandra Vidyasagar (MEC), Caterina Almendral (ELA,) Michael Napolitano (Business), Erika Correa (ACE), Ana Mora (Wellness Center), Kyle Hollar-Gregory (Social Sciences), Abdul Hashim (Registrar), Dionne Miller (Academic Affairs), Andrew McFarland (Humanities), Renee Daniels (Admissions), Janet Gonzalez (Natural Sciences), Sandra Ribeiro (Health Sciences)

**Excused:** Vera Albrecht (Academic Appeals)

**Date:** September 2024

**Time:** 14:35 - 15:43

**Location:** Zoom Meeting

**Chairperson:** Lila Toke (outgoing chair)

### 1. Welcome and Introductions

- The meeting was called to order, and participants were welcomed by the Chair, Lila Toke.

### 2. Election of a New Chairperson

- **Chair Election Discussion:** Lila mentioned her term as chair is ending as she has been promoted to full professor. She expressed her willingness to pass the baton to someone new.
- **Candidates:** Caterina Almendral expressed interest in running for the chair position. Andrew confirmed that he did not want to run, supporting Caterina for the role.
- **Outcome:** After a democratic process led by the Senate Parliamentarian, Caterina Almendral was unanimously elected as the new chairperson through a secret poll.

### 3. Approval of Previous Meeting Minutes (June 24 Meeting)

- The minutes from the June 24, 2024, meeting was displayed and reviewed.
- **Outcome:** The minutes were approved unanimously.

### 4. Discussion of Upcoming Plans and Policies

- Planned topics for the upcoming year, including:
  - **Academic Integrity Policy:** Discussion on CUNY's updated policy and potential adaptations for the college.
  - **Academic Appeals Process:** Review of the need to formalize the committee's separation in handling appeals.
  - **No Credit Policy Review:** Brief mention of revisiting this policy.

- **Online Learning Policy:** Informal nature of the current policy was highlighted. The need for a more structured and enforceable policy was emphasized.

## 5. Planning for the October Workshop

- The annual workshop, traditionally held in October, was discussed.
- Suggestions included inviting members of the working group on student conduct and academic integrity to speak at the event.
- There was general agreement to attend and engage with the workshops hosted by the college regarding academic integrity.

## 6. Withdrawal Date Changes

- CUNY had updated its withdrawal date policy, moving the deadline up by about a month. The updated withdrawal deadlines for Fall 2024 and future semesters were discussed.
- **Action Item:** It was suggested that advising should send out a campaign to inform students of the new withdrawal dates.

## 7. Academic Integrity and Appeals

- The committee was updated on the work of the academic integrity working group, which concluded in the spring. It was suggested to invite Alexis McLean to a future meeting to provide insights on the academic integrity process.

## 8. Other Business

- **Committee Communication:** There was a suggestion to reintroduce the practice of sending letters to new faculty and staff, introducing the committee and explaining its functions.
- **Workshops for New Faculty:** It was proposed that the ASC committee establish a presence at new faculty workshops to ensure new members are aware of academic standing policies.

## Adjournment

- The meeting concluded with an agreement to continue discussions on the upcoming policies and workshop at the next meeting.

Respectfully submitted by Janet Gonzalez (Natural Sciences)