

## Academic Standing Committee (ASC) Meeting Minutes

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Date: September 16, 2025

Location: Online

Time: 2:30 to 4:30pm

### **In attendance:**

Alexandra Rojas (Library), Abdul Hashim (Registrar), Andrew McFarland (Humanities Department), Caterina Almendral (ELA Department and ASC Chair), Erika Correa (Adult and Continuing Education), Garrett Morgan Jr. (Student Government Association President), Jasmine Edwards (Community Health and Wellness Department), Kyle Hollar-Gregory (Social Science Department), Lilla Toke (English Department), Maribel Arias (Business & Technology), Renee Daniels (Admissions), Sandra Ribeiro (Health Sciences Department), Vera Albrecht (Academic Affairs), Janet Gonzalez (Natural Sciences Department)

**Excused:** Academic Appeals (TBA), MEC (TBA)

### **Welcome and Introductions**

The previous minutes were approved.

The Committee welcomed members back from summer break. Chair Caterina Almendral introduced Garrett Morgan Jr., the new Student Government Association President. Members introduced themselves and exchanged brief updates.

Vera Albrecht, in her new role as Interim Dean of Academic Affairs, joined as the Academic Affairs representative.

### **Apply to Graduate**

The Registrar reviewed updates to the online graduation application process. Several members noted issues students faced with deadlines and documentation requirements. Currently, students register for *Intent to Graduate* by registering for the GRD 000 course. This will be phased out and we will transition to the process that is used throughout the other CUNY campuses using the *Apply for Graduation* option in CUNYfirst. This allows the college to generate reports through Navigate and CUNYfirst.

The Registrar's office will prepare clear communication materials regarding this new application step and deadlines. Each representative will share the new procedure with their respective departments, and the catalog will be updated.

### **Catalog Updates**

The Committee discussed catalog updates that were shared with Academic Affairs and are being reviewed. Discussion focused on aligning catalog information with the current curriculum based on feedback received. Concerns were raised about outdated course descriptions impacting advisement. These catalog discrepancies are being addressed.

### **Outreach Initiatives**

Members emphasized the importance of outreach. The Committee discussed logistics for: 1) updating and distributing the asynchronous workshop, and 2) a hybrid Kahoot! And Snacks with the Academic Standing Committee Meet and Greet to take place on October 27 from 2:30 PM - 3:30 PM in E-255.

### **Scheduling**

The Committee discussed class scheduling challenges, including overlap of required courses for certain majors. Suggestions were made to improve course availability. Scheduling is being transitioned from spreadsheets to Coursedog and the Registrar has hosted workshops to support this.

### **Waitlists**

The Committee discussed concerns raised about lack of transparency in course waitlists. Members discussed potential improvements in communication with students about positions on lists. The Registrar, to address these concerns, piloted a waitlist process with some high demand course sections with the goal of moving this further.

### **Department Policy Reminders**

Committee members will remind their departments of policies approved by the Senate in Spring 2025 that are now in effect this Fall 2025. These include the:

- Academic Integrity Policy (now the same as the CUNY approved policy) - approved by the Senate in February 2025
- New First Year Seminar (FYS) Enrollment Policy - approved by the Senate in June 2025 (in effect Fall 2025)
- New Emergency Distance Learning Policy - approved by the Senate in June 2025 (in effect Fall 2025)

These policies are on the [Academic Standing Committee website](#) under Policy Updates.

### **New Goals**

The Committee discussed new goals for AY25-26. These included: a potential Atrium outreach effort, revisiting the Online Learning Requirements for Online Classes, confirming Attendance policies with Departments and Programs within Departments, and updating the Academic Appeals section of the catalog.

### **Adjournment**

The next ASC meeting is scheduled for October 21, 2025.

Respectfully submitted by Janet Gonzalez