<u>**Academic Standing Committee Meeting Notes: January 13, 2025**</u>

The meeting began at 2:35 pm.

Attendees: Vera Albrecht (Academic Appeals Chair and Humanities), Renee Daniels (Admissions), Maribel Arias (Business), Nicole Fernandes (Community Health and Wellness), Ana Mora (Counseling Department), Dionne Miller (Academic Affairs), Erika Correa (ACE), Caterina Almendral (ELA, Chair), Lilla Tőke (English), Sandra Ribeiro (Health Sciences), Alexandra Rojas (Library), Lakshmi Iswara Chandra Vidyasagar (MEC), Janet Gonzalez (Natural Sciences), Tanya Lavezzari (Registrar), Allyson Santiago (Registrar), Kyle Hollar-Gregory (Social Sciences), John D. Jara Morales (Student Government)

Excused Absences: No Excused Absences

1. **Welcome and Introductions**
   - The meeting began with a welcome and introductions to new representatives and alternates (Maribel Arias representing the Business and Technology Department and Nicole Fernandes, Community Health and Wellness Chair and alternate representative).
   - The Committee shared their thanks to and well wishes for Dionne Miller in her final Academic Standing Committee meeting as Academic Affairs representative and en route to her new path as Vice President of Academic Affairs at Middlesex College.
   - Approval of Previous Meeting Minutes: The committee reviewed and approved the minutes from the December meeting. The committee via a motion unanimously approved the minutes.

2. **Academic Calendar Review**: The committee reviewed the academic calendar for the 2025-2026 academic year.
   - **Reading Day Concern:** The omission of "Reading Day" from both long and short sessions was discussed. Historically included for exam preparation, this day was removed in the 2024-2025 calendar due to scheduling constraints.
     - Committee members emphasized the need to clarify if the omission of Reading Day is permanent or temporary. The Registrar clarified that the omission of a Reading Day is temporary. A Reading Day could not be added due to lack of days in the calendar and not a permanent change. The Committee stated this is an ongoing concern and that a Reading Day needs to be prioritized.
     - Members emphasized the importance of clarifying the omission of Reading Day for both faculty and students.
   - **Data and Terminology to Be added:**
     - Update terminology regarding course withdrawals, particularly "Last Day to Withdraw."

- Members discussed adding the language of "Intent to Graduate deadline" to the calendar but decided it may not be necessary.
- Language on the Calendar will be added to clarify the differences between "no classes scheduled" (administrative offices open) and "college closed."
- Members discussed adding incomplete grade deadlines to the calendar.
  - **Student and Faculty Considerations**: Members will review the calendar to ensure the calendar is user-friendly for students, with key dates clearly defined.
  - **Missing and Tentative Dates**:
    - **Opening Sessions and Orientation Dates**: Questions were raised about the "tentative" status of opening sessions, which typically occur the week or day before classes begin. The Committee learned these dates have not yet been confirmed. The Committee noted the importance of these updates for alignment with new student orientation.
    - **Missing Dates:** The Registrar clarified that the withdrawal dates for Fall I and Fall II and Spring I and II are missing as they have not yet been assigned by the Central Registrar Office.
  o **Student-Friendly Academic Calendar and Suggestions to improve calendar accessibility:**
    - Condensed version with essential dates for students. The Committee discussed that the calendar is for both faculty and students and that key dates students should know, such as withdrawal deadlines and semester start dates, can be emphasized in the Student App.
    - Definitions for key terms (e.g., College Closed vs. Classes Cancelled)
    - Highlighting important dates like withdrawal deadlines and semester start dates
  o **Further Follow-Up**
    - The calendar will be updated to address the Committee's questions and the updated calendar will be shared with the Committee for review.
3. **Incomplete Grades Policy**
   - The committee discussed inconsistencies in applying Incomplete (INC) grades. Faculties were found assigning INC grades without proper documentation or student consent, leading to inconsistency.
   - The Committee discussed clarifying the classes in which an Incomplete may not be given in the catalog under "Course Exemptions in the Incomplete (INC) Grade Policy". The Committee unanimously agreed to this clarification.

- The ASC Chair tasked each Department representative with contacting his or her Department Chair to determine which courses are not eligible for an INC.
- The Committee discussed inconsistencies in applying Incomplete (INC) grades. Discussion included consideration of faculty assigning INC grades without proper documentation or student consent. Proposed solution: Remove INC as an option from faculty rosters and requiring Incomplete Forms be submitted to the registrar before an INC grade can be assigned.
- Proposal for stricter oversight of INC grades will be escalated to administration for review.

4. **Adoption of CUNY Academic Integrity Policy**
   - Artificial Intelligence: The Committee discussed the importance of highlighting Artificial Intelligence in CUNY's Academic Integrity policy focusing on student integrity, transparency, and proper citation of AI-generated content.
   - The Committee unanimously agreed to adopt CUNY's Academic Integrity Policy, including provisions on generative AI and plagiarism.
   - Present the adopted policy to the Senate for formal approval.

5. **Emergency Distance Learning Policy**
   - Discussion centered on guidelines for transitioning to remote learning during emergencies, including flexibility for different class types and distinguishing between institutional and personal faculty emergencies.
   - Proposed changes to clarify the transition process.
   - Refine the Emergency Distance Learning Policy and bring it back for further review after feedback from departments and the Online Learning Committee.
   - The committee discussed the procedures for emergency distance learning and the process for transitioning to remote learning during emergencies. It was suggested that a distinction be made between the college's emergency policy and a professor's personal emergency. Additionally, the term "ample time" should be revised in the distance learning policy. The document reviewed was a resolution regarding these policies.
   - The Committee discussed informing the College that the distance learning emergency plan is an option, not a requirement. There was also a suggestion to replace the term "distance" with "remote" in the resolution/policy. However, the Committee agreed that the name should be updated to "Distance Learning Contingency Plan for College Emergency Closures." Furthermore, a Committee member proposed adding language to the policy to address the various online platforms that may be used for distance learning in the event of an emergency. A member recommended establishing a procedure for professors to notify the college when transitioning to distance learning and

suggested that guidelines be set for such transitions. The Committee emphasized the importance of considering the technology and resources that students may have access to in order to complete their distance-learning courses.

6. **Other Items Discussed**
   - The committee discussed how some Professors' were unilaterally changing course modalities throughout the semester and the importance of creating a college wide rule for class cancellations transitioning to distance learning.

7. **Closing Remarks**
   - The committee acknowledged the challenges in balancing administrative constraints with the needs of students. Appreciation was expressed for the collaborative efforts to improve the academic experience.
   - The meeting concluded at 4:30pm with a summary of action items and a reminder of the next scheduled meeting on February 10, 2025.