

**Academic Standards Committee Meeting  
April 18, 2007  
ACATT Building**

**Committee Members Present:**

Bruce Crawford, Vice President for Instructional Services  
Karl A. Pruitt, Chair  
Cynthia Anthony  
Sherri Davis  
Charles Murray  
Nancy Wilson  
Donald Sledge  
Rhonda Branch  
Vyavuka Masi Masi  
Alice Milton  
Charles Fowler  
Patricia McCullum  
Eleanor Pitts

**Committee Members Absent:**

Stephen Monti  
Tom Berryman  
Sharon Romine  
Shelia P. Marable

**Proceedings:**

The meeting was called to order at 2:10 pm by Dr. Karl Pruitt. He asked the committee members to look over the minutes from the last meeting that was held on February 9, 2007. Dr. Charles Fowler noticed a change that needed to be made on the final suggestion of section B. He stated that the sentence should read, 'Dr. Fowler asked if a D **would** remain on the transcript....' in lieu of 'Dr. Fowler asked if a D could remain on the transcript....' Afterwards Dr. Pruitt motioned that the minutes be approved and received as written with the necessary corrections. The motion was seconded by Nancy Wilson.

**Old Business**

**A. Academic Standards Committee: Duties and Responsibilities (Dr. Karl Pruitt)**

- Dr. Pruitt asked the members to take a look at the draft (handout) of duties and responsibilities of the Academic Standards Committee to determine whether or not the policies are sufficient. He stated that we would table the draft for approval at our next meeting scheduled for June 15, 2007.
- Dr. Pruitt then turned the remaining of the meeting into the hands of Dr. Crawford.

**B. Grievance Procedures: Adoption (Dr. Bruce Crawford)**

- Dr. Crawford began by stating that 'Grievance Procedures' should read '**Grade Appeal Procedures.**' The committee reviewed grade appeal procedures that were presented for approval on April 18, 2007. Dr. Crawford noted that a **Step 3** had been added to the official review process in order that the Associate Dean and Dean have the opportunity to review any complaints concerning grades or professional conduct that may arise from a complainant.
- Dr. Davis recommended that the committee should establish formal papers for documentation once we've adopted the grade appeal procedures.
- Dr. Crawford stated that we need to define what we mean by grievance. A complaint may not be a grievance; thus, we have to use our judgment. We need documentation, but one problem is that students don't like to put things in writing. Thus, many times we don't solve the problem. We need to make them comfortable enough to fill out a form. Dr. Crawford stated that we would continue our discussion on grievances at our next meeting.

### **C. Independent Study Policy/ Procedures (Dr. Pruitt)**

- Dr. Pruitt asked that the members review a draft (handout) of policies for independent study and to bring any ideas, recommendations, or revisions to the next meeting.
- Dr. Davis asked if we could limit the approval for the number of credit hours that a student can receive for independent study. It's noted on the form that a total of six credit hours can be received (three in students' field). We could change this to two courses – one in the general area and one in the field of study.
- Dr. Pruitt explained that sometimes there are situations in which students are graduating and the needed course(s) are not being offered. There are cases in which some classes are continually dropped each semester. Independent study is usually the result of such situations.
- Dr. Davis stated that she would like to see some plan of action. She further stated that we need to assess and have some rationale as to how faculty members are going about covering this agenda. How often are they meeting? How long? Instructors should not provide a "general" syllabus for these special circumstances.
- Dr. Crawford stated that he asked chairpersons to produce a plan of action for independent courses. Approval must be received from the Vice President before providing independent study to students.
- Dr. Fowler asked if the courses will appear on Blackboard or the schedule of classes. Dr. Milton stated that the classes are out there, but they will show as being 'closed.' The courses will show up in Blackboard.

### **D. D-Grade Policy: Status Report (Dr. Crawford)**

- Dr. Crawford explained that Dr. Ward is waiting on him to bring this issue back to the cabinet. We still don't have it to the level where it will pass. Dr. Ward is still not convinced that students can possess academic excellence with a grade of a 'D.' Dr. Crawford stated that we will hold off until this summer and present the policy for adoption and hopefully implement it for the fall semester.
- Dr. Crawford noted that through the fall of 2005, the Bessemer campus students could still graduate if they received a 'D' in a course. Anything beyond this time, they will have to retake the course. Birmingham students are not under this same policy.

## **Instructional Services Items**

### **A. Developmental Studies**

- ENG 092, ENG 093, MTH 090 and MTH 098 have been increased from 3 to 4 credit hours. RDG 084 and MTH 091 have been deleted from course offerings. RDG 085 will increase to 4 credit hours.

### **B. RDG 114- Critical Reading (Dr. Davis)**

- Dr. Davis stated that this course will increase from 2 to 3 credit hours in order to become transferable. The flip side is that RDG 114 has been a concern for Career Tech students that have to go through this course. Right now there is no compass test for them to test out.
- Dr. Crawford suggested that we need to investigate to see if there is another reading course, but wondered if that would be a workable solution. Could there be a possibility of offering another section? Could we establish an ACT or Compass cut off score that would allow students to be tested out?
- Dr. Anthony stated that the problem with that would be that Nursing would say that their students have to take RDG 114 regardless.
- Dr. Crawford continued and stated that we will have to see how that option would affect all degree plans. The reading competencies are what we as an institution want to hold on to. Our students overall need better reading skills.

**C. State-wide Curriculum Modifications (Dr. Crawford)**

- Dr. Crawford stated that no action items are necessary. Modifications are made throughout the year and are implemented in the fall of every year unless stipulated by post-secondary.

**D. Degree Plan Modifications- Career Technical (Dr. Charles Murray)**

- Dr. Murray stated that some course deletions have occurred due to some statewide curriculum modifications. Moreover, fewer credit hours are being approved for financial aid.
- Dr. Murray further stated that there are too many courses for one or two teachers to teach; thus, they're trying to tighten the courses for rotation.
- The Electronic Engineering Award program is being eliminated; it proved to be nonviable; however, Career Tech is retaining the short certificate program.
- Dr. Crawford read a list of course deletions. The list included ACR, Automotive Asset, DDT, ITS, EET, ILT, AUM, IND, Fire Science, TRF, C191A, 191B, and 191C and adding 191 Coop (1 credit hr). RTV is deleting one class.
- Dr. Murray made a suggestion that CIS 146 be removed from the Career Tech degree plans in order to be compliant with 76 credit hours.
- Dr. Davis explained that CIS 146 builds student knowledge to another level. Many students are already familiar with the computer; this course can be an enhancement to any subject.
- Dr. Murray stated that this issue is a question of what we want our students to know when they graduate. Dr. Murray felt that students shouldn't have to take CIS 146 to learn Microsoft Word.
- Dr. Davis stated that they're learning much more than Word.
- Dr. Murray continued. He stated that Career Tech students are here to learn how to work on cars and build buildings. Thus, if we need to get rid of a course, he asked for a suggestion of what to delete.
- Dr. Crawford asked, "What are the skills we expect students to transfer as a result of taking CIS 146?"
- Dr. Davis explained that she's wasn't specifically zoned to Word software only, but that students can gain the knowledge of reading Excel spreadsheets, which could be beneficial in their area of expertise.
- Dr. Crawford stated that we need to see the components and examples of computer skills in automotive classes and in CIS 146 and do a comparison before coming to a decision.
- Dr. Murray then asked, "How will we get down to 76 credit hours? If we do allow CIS 146, we will still be over by one credit hour according to the state."
- Dr. Crawford answered, "If we don't get the credit hours down, we can still show that we're actually working to do so."

**Student Services Items (Dr. Cynthia Anthony)**

**A. Impact of Curriculum Changes on Financial Aid/ ECAR**

- Dr. Anthony explained that if courses are not within a degree plan, financial aid will not pay for them. ECAR is not something that Lawson State decides on. Title IV financial aid looks statewide and decides on what they will pay for. ECAR addresses career programs and certificates. Make sure that the courses in the programs are in the degree plan. Everything has to be entered correctly in AS400. Make options within degree plans if students need to take courses that will aid them when they transfer to another college.

**Closing**

**A. General Updates**

- Dr. Crawford provided a copy of a proposal that was issued by the OCR Compliance Committee. He asked that members review the proposal to see if any modifications should be made.
- Dr. Anthony suggested that the sentence: *Students should present the documentation to their advisors who will submit a Course Substitution form.....* should be amended to read: *Students should present the documentation from*

**the ADA coordinator** to their advisors who will submit a Course Substitution form. She further stated that if the original document comes to the advisor, he/she should direct it to the ADA coordinator.

- Dr. Anthony ended by stating that it is against the law to *assume* that a student has a disability.

**B. Next Meeting Date**

- The next meeting for the committee is scheduled for June 15, 2007 at 11:00 am in the ACATT building.

**C. Process for getting items on the agenda**

- Dr. Pruitt stated that if you have something that you would like to put on the agenda, contact him via e-mail.

**D. Adjournment**

- The meeting adjourned at 4:11 pm.

***Minutes respectfully submitted by Rhonda Branch***