

ASC Meeting Minutes

Date: Dec. 2, 2015

Meeting called to order at: 4:10 pm			
Attendance:	<p>Members</p> <p>X Janet Z, Chair ___ Lisa A ___ Peter A ___ Joan A X Liz F ___ Michael Hayes ___ Terry L X Hien N ___ Kathy P X Elma S X Wade T X Sandra R X Bonnie G</p>	<p>Alternates</p> <p>X Eileen G X Stephan G ___ John L ___ ___ ___</p>	
Previous Meeting Minutes	<p>Date: 11/4/15 Motion by: Wade Second by: Stephen</p>	<p>Vote: motion to accept passed</p>	<p>Discussion: none</p>
Old Business	<p>Topic</p>	<p>Discussion</p>	<p>Action</p>
	<p>1. Change of Grade form</p> <p>2. Incomplete form</p> <p>3. Catalog year policy</p>	<p>Draft of new Change of Grade form created by Dean Rios-Knauf</p> <p>BOR Incomplete form compared with NVCC's current form</p> <p>Written statement drafted by Ron Picard and Dean Rios-Knauf, to answer the question the question, "What catalog program do students follow upon reentry?"</p>	<p>Committee recommends form changes as outlined below. Janet Z. to discuss with Dean Rios-Knauf</p> <p>Committee recommends form changes as outlined below. Committee will address at first spring meeting, after representatives have brought the issue to divisional meetings in January.</p> <p>Committee recommends using the most current catalog; Janet Z. to discuss with Dean Rios-Knauf</p>

New Business	Topic	Discussion	Action
none			
Meeting adjourned at: 5 PM	Motion made by: Elma S. Seconded: Sandy R.		
Next meeting:	Feb. 2016 date TBD	Scribe for next meeting: TBD	
Respectfully submitted:	Liz Frechette		

Old Business Topic 1, Action concerning Change of Grade form:

1. Delete the third and fourth sentences from the paragraph entitled "Grade Changes"
2. Change the title of that paragraph from "Grade Changes" to "Grade Change Criteria"
3. Delete the section entitled "Reason"
4. Insert in its place a section entitled "Reason for Change: Please check one" that includes these three check boxes:
 - grade miscalculation
 - change from incomplete
 - grade erroneously reported

Old Business Topic 2, Action concerning Incomplete form:

1. Revise form to use BOR standard which allows faculty to fill in the grade that the incomplete converts to, instead of an automatic conversion to an F. This would allow faculty more control over what happens in the event that the student does not complete the work required in the agreement between student and faculty, in the time frame as stated.
2. Require student signature on the form.
3. Include a statement "Faculty may require documentation."