

ASC Meeting Minutes

Date: 3/2/16

Meeting called to order at: 4:03pm			
Attendance:	<p>Members</p> <p><input checked="" type="checkbox"/> Peter A  <input checked="" type="checkbox"/> Joan A  <input checked="" type="checkbox"/> Liz F  <input type="checkbox"/> Michael Hayes  <input type="checkbox"/> Terry L  <input checked="" type="checkbox"/> Hien N  <input checked="" type="checkbox"/> Monica P  <input checked="" type="checkbox"/> Sandra R  <input checked="" type="checkbox"/> Elma S  <input type="checkbox"/> Wade T  <input checked="" type="checkbox"/> Janet Z  <input type="checkbox"/> Vacant (LABSS)  <input type="checkbox"/> Vacant (Bus)</p>	<p>Alternates</p> <p><input type="checkbox"/> Eileen G  <input type="checkbox"/> Stephan G  <input type="checkbox"/> John L  <input type="checkbox"/> Bonnie G  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	
Previous Meeting Minutes	Date: 2/03/16 Motion by: Elma S Second by: Laz F	Vote: motion to accept Passed Unanimously	Discussion: none
Old Business	Topic	Discussion	Action
	<p>1. Review language of the "Catalog Year Policy"</p> <p>2. Review language of the "Grade Changes" for catalog</p> <p>3. Review "Change of Grade Notification Form"</p>	<p>Members reviewed proposed changes of the "Catalog Year Policy" dated 2/17/16</p> <p>Discussion on the language of the policy.</p> <p>Discussion on the language of the policy.</p>	<p>Motion made by Peter A to approve the changes as presented. Seconded: Joan A Discussion ensued. Vote: 7 members in favor Abstained: Elma. Motion carried.</p> <p>Motion by: Sandra R to amend as listed below. Second by: Elma Vote: unanimous</p> <p>Motion by: Monica P to amend as listed below. Second by: Peter A Vote: unanimous</p>

	4. Discussion of "Assignment of Incomplete Form"	Review of incomplete form indicates need for the previously approved changes to be included onto the form.	Janet Z to modify the "Assignment of the Incomplete Form" and to review next month.
New Business:	Topic None	Discussion	Action
Meeting adjourned at: 5:03pm	Motion made by: Peter A Seconded: Joan A		
Next meeting:	4/06/16	Scribe for next meeting: Terry L	
Respectfully submitted:	Monica Pirotta		

**Action concerning "Grade Change Policy" for the catalog:** Amend as follows:

**Grade Change Policy:** The faculty member initiates the grade change process. Grade changes cannot be submitted later than one semester following the semester or term in which a course was originally graded. This policy is not intended to supersede the academic grievance policy or the policy governing Incompletes. A grade can be changed only if it was miscalculated, erroneously reported by the faculty member, or if an Incomplete needs to be changed. Students will receive notification of the grade from the Office of the Registrar.

**Action concerning "Change of Grade Notification Form":** Amend as follows:

1. Remove the line "Submit to the Office of the Registrar"
2. Modify the Grade Change Policy section to have same language as the catalog (as amended above)