

## Academic Standards

### Meeting Minutes

Tuesday, February 6, 2018

Attending: Peter Angelastro, Ed Clancy, Elma Solomon, Kathy Taylor, Janet Zupkus, Tammy Marquis, Monica Pirotta, Terry Latella, Kevin Ramer, Jaime Hammond (for John Leonetti)

1. **Approval of Minutes from December 5, 2017.** Motion to approve minutes Kathy Taylor, seconded by Kevin Ramer. Passed unanimously.
2. **Class Enrollment Limit Form-** Update on form for CEAC submissions that support class size limit proposals. Form was brought to CEAC and Elma Solomon presented and discussed the form. CEAC would like to see some type of rubric which Kevin Ramer offered to put something together. Also a request to change the order of the form was discussed.
3. **C- (minus) Transfer Credit-** It was decided it would be prudent to hold off on this with the possibility of the upcoming consolidation as it may fix itself. Motion to cease discussion by Peter Angelastro, seconded by Ed Clancy. The motion passed unanimously.
4. **Repeat Enrollments for Health/Physical Education (HPE) Classes-** Monica Pirotta and Tammy Marquis to bring to next Division Meeting to find out what repeating certain courses means to the Division. Should they be standardized? Some classes are allowed to be taken three times (ie Yoga, Weight Control & Exercise, Power Walking). Allied Health to report if there is a reasoning for specific number of repeats. Plan would be to then investigate rationales by other divisions.
5. **Academic Honesty Statement-**Review Draft policy language from Dean Dresdner on consequences of plagiarism. Discussion regarding one department or professor not knowing whether a student had a prior issue with plagiarism. Editing changes brought about from the committee. Janet Zupkus to make changes and send to us for review and will then be forwarded to Lisa Dresdner.
6. **Adjournment-**Kevin Ramer made a motion to adjourn at 4:04 PM. Ed Clancy seconded the motion. The motion passed unanimously.

**Minute Taker:** Tammy A. Marquis