

ASC Meeting Minutes

Date: October 7, 2015

Meeting called to order at:	October 7, 2015 at 4:00 p.m.		
Attendance:	Members <input checked="" type="checkbox"/> Lisa A <input checked="" type="checkbox"/> Peter A <input checked="" type="checkbox"/> Joan A <input checked="" type="checkbox"/> Liz F <input checked="" type="checkbox"/> Hien N <input checked="" type="checkbox"/> Elma S <input checked="" type="checkbox"/> Janet Z (Chair)	Alternates <input type="checkbox"/> Bonnie Goulet (For Terry)	Invited Guest Dean Irene Rios Knauf
Previous Meeting Minutes	Date: 2015 Janet motioned to accept the minutes.	Motion to accept minutes: passed	Discussion: none
Old Business	Topic	Discussion	Action
	1. Change of Grade	<p>Dean Irene Rios-Knauf explained that there are too many “change of grade” requests to her office. Based on the way some faculty are using the process, giving the student the grade based on the work they completed and then increasing the grade when they submit late work, is not fair to all the students, in her view. Discussion continued that for every incomplete grade there must be a stringent contract in place with time limits for work to be completed.</p> <p>Discussion continued about changing the change of grade form to allow for more space to explain reasoning and provide a time limit for work that is not complete. Peter motioned to research what other schools are doing as far as change of grade and incomplete grades.</p>	<p>Joan will investigate change of grade policies at other community colleges registrar, catalog.</p> <p>Peter to investigate Central and Western.</p>

	<p>2. Opt Out</p> <p>3. C- verses C grade</p>	<p>Math, English and Arts and Humanities have a form to opt out into a higher class. Bonnie stated that we can not force a student to take a remedial course that they have to pay for (PA 1240). Peter stated that he had 3 students that opted out this Summer.</p> <p>Manchester accepts C- but also has courses that require a C. Norwalk only accepts a C for transfer- see attached.</p> <p>Joan stated that a student can have a transfer credit that accepts a C- grade and certain courses require a C. She suggested that we review all courses that require higher than a C-.</p> <p>Joan asked, When we would start date wise with C- being the new grade for transfers? Peter suggested Fall of 2016 or student's date of entry. Elma asked, Do the students need to be given a lead-time to take a course? Janet asked, Are we in violation with the BOR policy by not accepting C-?</p> <p>Peter and Joan asked, Should all C or C- be required with the new system?</p> <p>Elma motioned that C- verses C discussion be tabled for 6 months due to new system development. Lisa seconded.</p> <p>a</p>	<p>Closed item Janet brought forms that affect both depts. should they choose to use them.</p> <p>Motion carries</p>
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New Business	Topic	Discussion	Action
	1. New and alternate committee members	Bonnie will be the alternate for Terry for the Fall of 2015 semester.	Check with business division for vacancy coverage. Check with Wade for Arts and Humanities.
	2. Parliamentarian	The agenda committee suggested that this committee should have a member in this role.	Peter volunteered.
	3. Terms of Service	<p>Suggestion to limit term of service to two years, agenda committee. Elma motioned to open this up for discussion. Liz seconded it.</p> <p>Elma motioned that there be two-year renewable terms rotating faculty members from each division. Joan seconded.</p> <p>Bonnie motioned to amend the motion to include counselors, library personnel and staff members in the committee with a two-year limit, which can be renewed so that the alternate and primary can exchange roles. Alma seconded it.</p> <p>Bonnie motioned to put the terms of service, committee members and committee make up in the bylaws. Janet questioned if we do not have it in writing who would know what the term limits are? Peter stated that as of today he is the representative for Division Directors and to term all committee members. Elma questioned if terms are retroactive.</p>	<p>Motion carries.</p> <p>Combined motion carries.</p> <p>Peter to document committee start dates for all members once member email dates to him.</p>

		Peter motioned that committee determine term limit guidelines. Elma second.	Motion Carries
Meeting adjourned at: 5:05p.m.	Motion made by: Janet Seconded: Elma	Motion to adjourn passed	
Next meeting:	November 4, 2015 at 4 p.m.	Scribe for next meeting: Joan Arbusto	
Respectfully submitted:	Lisa Anderson		