

ASC Meeting Minutes

Date: 2/3/16

Meeting called to order at: 4:06 pm			
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 checked="" type="checkbox"/> Terry L <input checked="" type="checkbox"/> Hien N <input checked="" type="checkbox"/> Monica P <input type="checkbox"/> Sandy 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</p>	
Previous Meeting Minutes	<p>Date: 12/2/15 Motion by: Peter A Second by: Liz F</p>	<p>Vote: motion to accept Passed unanimously</p>	<p>Discussion: none</p>
Old Business	Topic	Discussion	Action
	<p>1. Catalog Year policy</p> <p>2. Change of Grade form</p> <p>3. Incomplete form</p>	<p>1. Discussion on language of the policy.</p> <p>2. Discussion on language of the policy.</p> <p>3. Discussion on language of the policy.</p>	<p>1. Committee recommends changes as outlined below.</p> <p>2. Committee recommends changes as outlined below.</p> <p>3. Committee recommends changes as outlined below.</p> <p>No Topic could be voted upon because quorum was not met.</p>
New Business	Topic	Discussion	Action
	None		

Meeting adjourned at: 5:02p	Motion made by; Seconded:		
Next meeting: Wed, Mar 2, 4:00p		Scribe for next meeting: TBD	
Respectfully submitted:	Peter Angelastro		

1. Action concerning Catalog Year Policy:
 - a. Modify the last sentence of the first paragraph to read: "Students may request to change their catalog year to the most current for their major by contacting the Office of the Registrar."
2. Action concerning Change of Grade:
 - a. Grade Changes policy paragraph in the catalog:
 - i. Add the following sentence as the first line of the policy: "Only faculty members may initiate the change of grade process."
 - ii. Remove the sentence: "Only faculty may complete the grade change form and submit it to the Registrar."
 - iii. In what is now the second sentence, change the word "Instructors" to "Faculty members"
 - b. Change of Grade Notification form:
 - i. Remove the line: "Submit to the Office of the Registrar"
 - ii. Change "Instructor's Name" to "Faculty Member's Name"
 - iii. For Signatures, change "Instructor" to "Faculty Member"
 - iv. Change the Grade Change Policy to the updated policy noted in 2.a. above.
3. Action concerning Incomplete form:
 - a. Add: "(Please print)" directly under "Name of Faculty Member"
 - b. Change "Course Number/Section" to "Course Title"
 - c. Add a line for "Course CRN"
 - d. Change "Term" to "Semester"
 - e. Policy section:
 - i. In the first sentence, add: "*" after the word "circumstances"
 - ii. In the first sentence, remove: ", and who has received a written time extension from the faculty member"
 - iii. Beneath the paragraph, add: "**Faculty may require documentation"