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Academic Standards Committee

Draft Minutes: January 18, 2007

Attendance: Stan Allen, Scot Allgood, Christ Call, Noelle Call, Krystin Deschamps, Dwight Israelsen, Michelle Lundberg, Peter McNamara, John Mortensen, Deborah Reece, Edward Reeve, Kathryn Turner, Janis Winkler

The meeting was called to order by Chairman Scot Allgood at 3 p.m. in FL 113.

Approval of minutes of December 7, 2007 concerning Implementation of a mandatory math placement exam and limitations of math placement scores and prerequisites.

Action: Moved, seconded, and approved.

Agenda Item #2 – CLEP Policy. Refer to page 59-60 of the General Catalog under the heading College-Level Examination Program (CLEP). Referring to the paragraph that states “If, prior to (or after) taking a CLEP examination, a student receives credit for any coursework equivalent to the subject matter of a CLEP examination, the credits earned for the course will be deducted from the credits awarded for the examination.”

After discussion the committee decided to add a sentence at the end to clarify: “A student is not allowed to take CLEP examination after he/she has completed an equivalent or more advanced course within that subject matter. Any exceptions must be approved by the student’s academic college.”

Action: Moved, seconded, and approved.

Agenda Item #3 – Suspension Appeal Process. Noelle Call (from the Office of Retention and First Year Experience) presented material and information regarding the suspension appeal process. They answered questions and clarified information.

Suspension Appeal Process

Any suspended student wishing to appeal his/her academic suspension must meet the matriculation advisor, and expresses a desire to have an appeal.

- a. *The committee believes students should be notified that an appeals process exists, but that it should be made clear that very few appeals will be approved.*
2. Student will write appeal letter, and complete an appeal form. The appeal letter will include:
 - a. Clear explanation as to why the student believes the suspension penalties should be lifted. (Notation of suspension WILL remain on transcript.)
 - b. Account of reasons why student didn’t perform well.
 - c. Description of a plan for improvement.
 - d. *The committee believes that the primary reason an appeal will be granted is if the student was not notified of his/her probation per USU policy. (See USU 2006-2007 General Catalog, pg.40 for an explanation of USU’s probation policy.)*

3. The Matriculation advisor will collect the letter, attach student's transcript, and will submit to the Chair of the Suspension Appeals Committee.
4. The chair will contact the student's academic advisor to solicit additional information that might be relevant to the committee's decision. Additionally, the chair will see if department supports suspension reversal or not.
5. The chair will convene the committee.
6. If the committee upholds the suspension, then the decision is final, per the Vice President of Student Services. The committee chair will send a letter to the student. The student may apply for readmission after the suspension has been satisfied.
7. If the committee waives the suspension penalties, the matriculation advisor will meet with student, and have student sign a retention contract. The student's department will provide specific contractual obligations.

Action: Moved, seconded, and approved

Related to this the phrase from the catalog (policy) p. 29 states that "An undergraduate student placed on academic probation shall be notified in writing of that action by the dean of his or her college." Consider adding "dean or other designee" to statement. John Mortensen was asked to work up language for a proposal and the committee will vote via email to insure inclusion in the upcoming print version of the USU catalog.

Agenda Item #4 – Grade Appeal

A policy vote will be taken in March, 2007.

The policy tentatively passed last year will be presented to the Council of Associate Deans on February 13 in accordance with our vote of April 2006.

Agenda Item #5 – Course Syllabi

Stan Allen typed up an informational draft regarding Course Syllabi. There are no current policies regarding syllabi. There are two different issues regarding our discussion of syllabi: the content; and the availability of syllabi to current and past USU students.

The committee looked at Stan's draft as a starting point for discussion. After research and discussion the Academic Standard Committee can send a proposal to the Educational Policy Committee. The proposal will be forwarded to committee members to discuss in their various colleges.

Scot Allgood will work on policy language relating to availability of syllabi to consider next month.

Committee members were encouraged to meet with their associates about their feelings about syllabi. More discussion will take place at our next meeting.

Chairman Scot Allgood adjourned the meeting at 4:05 p.m.

Next Committee Meeting is Thursday, February 8, 2007.