

**Academic Standards Council
Meeting of February 15, 2011
Hobart Hall Conference Room, 2nd Floor**

Present: L. Gazzillo Diaz, R. Kearney, F. Li, S. Mankiw, I. Olaye, E. Stroppel, K. Vassilev
Absent: H. Maratouk, K. Vassilev

The meeting was called to order at 3:30 pm.

- 1) The Council approved agenda for February 15, 2011
- 2) The Council approved the minutes of the January 25, 2011 meeting.
- 3) Discussion of Additional Charges -
 - a) Additional Charge #6: Review incomplete grade policy – Based on the Council’s discussion in January, Kearney brought in a draft revision for consideration.

The current incomplete grade policy in the 2008-2010 Undergraduate Catalog (page 57) is as follows:

“Work relating to grades of Incomplete (IN) must be completed and grades submitted by the end of the fourth week of classes in the semester subsequent to the semester in which the grade was issued.”

The proposed revision to the policy would read as follows:

“Work relating to grades of Incomplete (IN) must be completed and grades submitted no later than thirty (30) days following the University-designated end-of-semester date in which the grade was issued.”

Following a further discussion, the Council agreed to this revision. Olaye offered to consult with University Registrar Trelinsky about her views on this proposal and whether it might entail any issues for the Office of the Registrar.

- b) Additional Charge #3: Liaise with University officials responsible for all academic policy matters to conduct an ongoing review of their effectiveness – Based on the Council’s discussion in January, Kearney reported back on his review of the Middle States Self-Study Report (including Section Four, which addressed “Assessment and Institutional Effectiveness”), noting that the Report did not offer much in the way of practical guidance for this charge. For the purpose of moving forward with this charge, Kearney agreed to review the complete “Academic and Related Regulations” detailed on pages 49-59 of the 2008-2010 Undergraduate Catalog and provide the Council with a list of the current policies, the University Offices responsible for implementation and enforcement of the regulations, and the data currently collected that might be of use for evaluating policy effectiveness. This will be distributed for discussion at the next meeting.
- 4) Next meeting - The next meeting will be on Tuesday, March 29, at 3:30 pm (host TBD)

The meeting adjourned at approximately 4:40 pm.

Respectfully submitted,

Richard Kearney