

**Academic Standards Council
Meeting of January 25, 2011
Hobart Hall Conference Room, 2nd Floor**

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

The meeting was called to order at 11:00 am.

- 1) The Council approved agenda for January 25, 2011
- 2) The Council approved the minutes of the November 16, 2010 meeting.
- 3) Discussion of Additional Charges - Based on November's meeting with Senate Vice-Chair Ellis, the Council took up some of the additional charges for consideration.

- Additional Charge #6: Review incomplete grade policy - The Council agreed that the major problem with the current policy is that it ties the resolution of an incomplete grade to the calendar of a subsequent semester rather than to the semester in which the grade is assigned, resulting in very unequal deadlines for resolution. The Council proposed that a reasonable solution would be to tie the deadline for resolution of an incomplete grade to the semester in which it is assigned. Within most departments there is a written form (Incomplete Grade Form) - initiated and completed by faculty members - deposited with the department and indicating what is required by a student to complete the unmet requirements of an assigned "incomplete" course within the deadline, with a copy going to the student. It is proposed that the deadline should be calculated according to the current length of time for completion of an incomplete following the fall semester. To make the administration of this policy easier in general, it will also be proposed that the Incomplete Grade Form be migrated to an online format in WPCconnect. Kearney will bring a draft of the proposed language of this policy modification to the next meeting.

- Additional Charge #5: Identify resources for online instruction - Following a brief discussion, it was agreed the Council would wait to receive the pending online course advisory memorandum from the administrative perspective of the Deans' Council.

- Additional Charge #3: Liaise with University officials responsible for all academic policy matters to conduct an ongoing review of their effectiveness - Following a brief discussion of the possible scope of this charge and the question of how "effectiveness" might be measured, the Council agreed to review the Middle States Self-Study Report, particularly Section Four, which addresses "Assessment and Institutional Effectiveness," for guidance on this matter and resume the discussion.

- 4) Next meeting - The next meeting will be on Tuesday, February 15, at Hobart Hall, at 3:30 pm (Stroppel hosting)

The meeting adjourned at approximately 12:15 pm.

Respectfully submitted,

Richard Kearney