

Idaho State University
Academic Standards Council
Minutes

Wednesday, October 15, 2008
3:00 PM
Faculty Senate Conference Room, REND 301

In Attendance: Denner, A. Frantz, B. Frantz, Enos, Johnson, Krumwiede, Mickelsen, Selvage (Chair, via telephone), Stowe, Steiner, Wabrek
Excused: Swetnam, Germino
Non-voting: Ford, Hertz, Jensen (ASISU), McKenzie, Wallace (Recording Secretary), Wasden (Office Assistant)
Guest: Jim Fullerton from Student Affairs Office

1. Announcements

- a. University Admissions Appeals Committee – need a Council member to serve
The Chair, Selvage, was not available by telephone yet, so A. Frantz started the meeting. Stowe volunteered to serve on this committee.
- b. Academic Dishonesty Board – need more faculty names, may be called soon
McKenzie said the case was referred to Student Conduct instead. A. Frantz asked Council members to solicit faculty names for the Academic Dishonesty and Scholastic Appeals Board pools, plus one name for the Student Conduct Board from their constituents.
- c. Is there someone interested/willing/available to take minutes for this council?
The long-time secretary for Campus Planning Council has stepped down; Wallace has taken over those secretarial duties in addition to the other six Councils for which she was responsible. Since most of the Councils are now meeting twice a month instead of only once, keeping up on minutes has become a challenge. The student assistant, Megan Wasden, will be helping with one or two of the smaller Councils, but Academic Standards Council deals with a lot of technical minutiae that can be difficult for a novice to follow. **Enos volunteered to see if one of her department's office staff would be able to take minutes for this Council. If not, Hertz said she would take minutes at the next meeting.** Subsequent meetings would need other scribe(s).

2. Minutes from October 1, 2008

ACTION: Moved by Stowe **to approve the minutes from October 1, 2008.** Seconded by Denner. No discussion. The motion **passed**; the minutes were unanimously **approved**.

3. Continuing Business

- a. Scholastic Appeals Board and Academic Dishonesty Board procedural changes –Jim Fullerton
B. Frantz said last year there were appeals filed and several problems were encountered with the procedures that should be addressed and revised. The Scholastic Appeals and Academic Dishonesty processes were similar and once the Scholastic Appeals revisions were finalized, the Academic Dishonesty policy should be rewritten to retain uniformity where applicable in the two policies. The Council reviewed the proposed changes to the Scholastic Appeals process provided for their perusal and suggested several additional changes. Discussion centered around the specific meaning of certain terms, State Board of Education policy, the voting and non-voting membership of the Appeals Board, clarification of the informal and formal portions of the appeals process and the proper routing path, recourse of the faculty member in the event the course grade is overturned, how to ensure the Board members show up for hearings and participate in the process.

ACTION: Johnson moved to form a subcommittee to work on the next draft of the **Scholastic Appeals section of the Faculty/Staff and Student Handbooks**. Seconded by Denner.

Discussion: Stowe, Ford, Denner, B. Frantz, Selvage, McKenzie all volunteered to serve on the subcommittee. McKenzie reminded that she is required to comply with FERPA regulations but those need not be included in the Appeals policy. Denner suggested the policy specifically state where the various records are kept, and the format and content of the final decision.

The members voted and the **motion passed** unanimously. The subcommittee would start working on a new draft of the policy. Fullerton will give the subcommittee a copy of the 10-page Student Appeals form.

b. Banner Implementation Questions: Wait-listing – Registrar Laura McKenzie

McKenzie told the Council she was in the midst of writing the rules for Banner to handle student registration. She needed to know what options faculty want set up regarding waiting lists for closed courses. She answered the questions raised previously:

- time conflicts with enrolled courses can be either allowed or disallowed,
- prioritizing by student class level (e.g. seniors vs. freshman) can be done,
- students can be notified via email of an opening and they can register for it within specified timeframe
- manual overrides of prioritization are possible for the Registrar to do if required

Wait lists can be created for each section of a course, but that would not be feasible. College, departmental or course level would be reasonable standards for creating wait-lists. McKenzie asked Council members to consider the students' perspective and make sure it is easily understood which courses would allow for wait lists and which would not. A. Frantz asked the Council to mull over the options and solicit feedback from their constituents between now and the next meeting when the discussion would be continued.

c. Readmissions Policy – JoAnn Hertz

Hertz told members that the Academic Advising Coordinating Committee was discussing the current readmissions policy and researching other institutions' readmissions policies in an effort to find a good solution to current problems with the existing policy. One question to be addressed was how many times a student may be dismissed from the university and still be allowed to reapply for admission. Hertz will bring the committee's recommendations to this Council for consideration once they are developed.

Due to time constraints the remaining agenda items were deferred for later meetings.

4. Adjournment: 4:30 p.m.

The next Academic Standards Council meeting is scheduled for **Wednesday, November 5, 2008** at 3:00 p.m. Subsequent meetings will be **November 19** and **December 17, 2008**.

Respectfully submitted,

Catherine Wallace
Administrative Assistant 1
Faculty Senate Office

Approved by Academic Standards Council: August 26, 2009
Accepted by Faculty Senate: September 14, 2009