Academic Standards Council
Official Minutes for Friday, 19 November 2021, 2:00-4:00 p.m.
Zoom Meeting

Attendance: Ruiling Guo, Curt Whitaker, John Fitzpatrick, Anushka Burde, Joann Trimmer, Tiffany Mitchell, Jack Rose, Tim Leishman, Lyle Castle, Aaron Todd, Ann Medinger

1) 2:00-4:00, if needed

The Council will discuss research conducted by Professor Ruiling Guo regarding policies on incompletes at ISU’s peer institutions. The following questions in particular will be addressed:

1) Whether ISU should provide more specific guidance than existing policy, which requires that a “substantial portion” of a course be completed;
   a) Mitchell expressed concern is that if it is made more specific, it would have to somehow be monitored for it to mean something.
   b) Fitzpatrick mentioned that there may be a benefit from a student perspective in that they would realize that they would need to meet a certain standard in order to be eligible for an incomplete.
   c) Whitaker made the point that the policy is not meant to restrict faculty but meant to aid faculty so that a student who had not done enough work could show them the policy.
   d) Guo gave examples of acceptable percentages in policy of peer institutions.
   e) Castle and Trimmer expressed a need for the word “justifiable,” to be in this policy
   f) Leishman expressed a need for the phrase, “in extenuating circumstances,” to be in this policy
   g) Whitaker wants to put in language saying, “at the instructor’s discretion,” within the policy

ACTION: Fitzpatrick motioned to approve a more specific policy than the current policy
Guo seconded
Motion Carried Unanimously with 5 yes’s 0 no’s 0 abstentions

2) If more specific guidance is warranted, should it have to do with amount of time completed in a course, amount of work completed, or both; and
   a) Burde asked about the deadline for submitting an incomplete
      1) Trimmer answered that after an incomplete is granted, a student has 1 year to submit the remainder of the work after the incomplete is granted
      2) Trimmer said that to request an incomplete, the student has until the day of the end of the term according to the academic calendar
   b)Whitaker drafted language to change the current policy to say, “(approximately 70% as defined by the instructor)”
   c) Leishman does not like having a number such as 70%, but would rather keep the language, “substantial”
d) New language drafted by Whitaker, “a student must have ‘extenuating circumstances’ and have satisfactorily completed a substantial portion ‘(approximately 70%, as defined by the instructor)’ of the course.”

e) Council members like the word, “approximately”

f) Specific language for this section will be as follows:

“An incomplete grade, I, may be awarded only as a final grade (for undergraduate courses) and only at the discretion of the instructor. To be eligible for an Incomplete grade, a student must be experiencing extenuating circumstances and have satisfactorily completed a substantial portion of the course (approximately 70%, as defined by the instructor). No grade points are awarded for a course in which an Incomplete grade is earned.”

3) What specific percentage completion of a course should be stipulated, if any.

a) A discussion ensued on having a percentage vs. using the word, “substantial”

1) The council was somewhat divided on this topic
2) Guo suggested lowering the percentage to 60%
3) Fitzpatrick suggested adding language after extenuating circumstances that says, “for not completing the remaining course work.”

**ACTION**- Guo motioned to vote for the percentage in the policy to be 70%

Leishman seconded

Motion passed with 5 yes’s, 1 no, and 0 abstentions

2) PharmacoTherapy has decided to wait until next semester to address ASC.

Next Meeting - Friday December 17, 2021

Adjournment- Meeting adjourned at 3:00 pm