

## Scholastic Standards Minutes February 25, 2015

**Attendees:** Karen Bresciano, Jennifer Lease Butts, Bennett Cognato, Susanna Cowan, Joseph Crivello, Lauren DiGrazia, Hedley Freake, Gerald Gianutsos, Katrina Higgins, Jill Livingston, Eric Schultz

**Absent:** Lawrence Armstrong, Stuart Brown, David Clokey, Robin Coulter (sabbatical), Lawrence Gramling, Carol Teschke, Thomas Recchio

- 1) Minutes from February 11, 2015 were approved
- 2) By-laws 11.E.9 Changes of Course Grades. An audit in spring 2014 noted that there is currently no timeframe for change of course grades (Lauren)

Discussion: This topic was postponed to a future meeting. Lauren will bring forth previously drafted language. SSSC will consider a) adding a deadline for grade changes and b) noting that grade changes are made electronically.

- 3) By-laws change to Semester Examinations and Final Assessments II.E.12

Discussion: The By-Laws stipulate that, "There shall be no more than five examination periods scheduled each day, covering two class periods, and each examination period shall be two hours in length." The two hour timeframe has been misinterpreted by both faculty and students, who have inferred that two hours is a mandatory examination length. The SSSC proposed changes that clarify that two hours is the maximal length of time allotted, but also provide a mechanism by which faculty can secure an extended amount of time. Considerations for students with disabilities should be taken into account by deans and departments heads when they consider special requests to extend the allotted time for finals.

Decision: Proposed changes were approved by SSSC with one dissenting vote, and will be brought forth at the April 13, 2015 Senate meeting for discussion, with a vote at the May meeting.

- 4) By-Laws change to Adding or Dropping Courses II.B.10

Discussion: Other issues related to this section of the By-Laws related to clarifying add/drop privileges during the 2<sup>nd</sup>-9<sup>th</sup> weeks were discussed previously. This discussion focused on the measure for designating timeframes (days v weeks.) The ten day designation is tied to financial aid and federal regulations—it should be noted that the tenth day of classes occurs during the beginning of the third week. The SSSC also considered whether weekend classes or classes canceled due to snow or other unforeseen circumstances factor into the timeframes.

Decision: Proposed changes were approved by SSSC and will be brought forth at the April 13, 2015 Senate meeting for discussion, with a vote at the May meeting. Section II.B.10 cross references section II.E.11, which is in need of updating. SSSC will discuss changes to II.E.11 at a future meeting.

5) Change of terminology from unclassified to non-degree

Discussion/Decision: Use of the term unclassified appears in both the Admissions section of the By-Laws, as well as Section II.G.1 and 2, Eligibility for Participation in Collegiate Activities. Though changes to these sections are the By-Laws are being separately considered by SSSC, the name change of unclassified to non-degree will be brought forth as a consent agenda item. This is the process that was used when SSSC proposed changing Office of Student Services and Advocacy to the Dean of Students Office.

Next meeting:

March 11

- By-Laws 11.E.9 Changes of Course Grades.
- By-Laws Section II.G.1 and 2 Eligibility for Participation in Collegiate Activities
- Consent agenda to change name from unclassified to non-degree students
- By-Laws II.E.11 Class Attendance

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