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Scholastic Committee

Campus Governance

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9-26-2019

### Scholastic minutes 09/26/2019

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**Scholastic Committee**  
**2019-20 Academic Year**  
**September 26, 2019**  
**Meeting Three Minutes Approved**

**Present:** Merc Chasman (Chair), Brenda Boever, Alyssa Pirinelli, Jennifer Goodnough, John Barber , Jason Ramey, Dennis Stewart, Joe Beaver, Heather Pennie

**Absent:** Emma Kloos, MacKenzi Marquette, Lily Pope, Mike Cihak, Angie Senger

**1. Approve the minutes of September 12, 2019, meeting**

Minutes approved as amended.

**2. Chair's Report**

Chair Merc Chasman met with Dean Ericksen. During the meeting the language difference between Registrar and Director of the Office of the Registrar was clarified. The Director is at the campus level while the Registrar is at the system level.

Clarification was also provided as to the role of the Interim Director of the Office of the Registrar.

The Interim is only here until a new Director is hired. Committee meetings are not a priority, though the interim will meet by invitation through digital means. The Scholastic Committee meets on days in which the Interim is not present on campus.

The Dean asked for clarification regarding the creation of policy and procedures for the HLC.

The position for the Director of the Office of the Registrar is posted. A search committee co-chaired by Brenda Boever and Barry McQuarrie is decided. The search will end at the end of the semester.

In her meeting with Dean Ericksen, the Chair suggested a joint meeting with the Curriculum Committee about general education requirements. The Dean was very open to the possibility. General education requirements can impact Admissions and Transfer, both of which are under the purview of the SC.

The Chair attended the Chairs' meeting. There she learned from the Chair of the Finance Committee, Brad Deane, that the English faculty is interested in being part of the Curriculum and Scholastic Committee joint meeting. The chair offered an informal invitation to the faculty to speak with the SC.

One agenda item was added. The Chair is going to present at Campus Assembly, and would like to ask the committee if there are any items she should address.

**3. SCEP Report**

There were no additional meetings at the time of the Scholastic Committee meeting. SCEP representative Jennifer Goodnough reminded the committee of the Provost search. One candidate was interviewed, and the interview can be found on the Provost Search website. There are three more candidate interviews coming up in October. Jenn will attend a Chairs' meeting soon.

**4. Academic Integrity subcommittee volunteers**

The Academic Integrity subcommittee hears appeals for academic dishonesty, or if there are multiple violations from the same student, the case is automatically referred to the subcommittee. The subcommittee only meets when needed. There was a call for volunteers for the subcommittee. The SC was reminded that faculty are not on contract during the summer. Joe Beaver and Jason Ramey are the faculty members on the subcommittee with Alyssa Pirinelli as an alternate. John Barber volunteered to be a student representative to the subcommittee for the academic year.

It was noted that one of the student representatives to the SC is not on campus this semester. The Membership Committee Chair was informed of the need for a replacement for at least 1 semester. The Scholastic Committee can ask MCSA for another student representative to the Academic Integrity subcommittee.

**5. Vice chair**

Dennis Stewart was asked to be the vice chair of the committee. He agreed, though said that other responsibilities may require him to be absent sometimes as well.

**6. Equity and Diversity advocate**

The Equity and Diversity advocate requires special training. The question was put to the committee members as to who has already taken the training. Only one member has taken the training previously. The training will be offered again on October 17th. Heather Pennie, who has had the training, volunteered to be the advocate.

**7. Questions for Admissions presentation**

The admissions office presents to the SC annually in the fall. This gives the committee an opportunity to ask questions of the Admissions office leadership. Admissions standards are set by the Scholastic Committee. The meeting time is not set yet. It was noted that the change in leadership in Admissions means that the type of presentation may be changed as well.

It was suggested that questions can be sent to admissions before the meeting and also suggested that Admissions office can send data to the committee before the meeting, instead of seeing screenshots during the meeting. Other data the committee would like to see are the raw data of the ACT scores instead of the binned data that is usually presented. However, the question was also raised about asking for information about the infrastructure of the Admissions process rather than getting only data.

More than one meeting will be needed to if the Committee and Admissions are going to discuss the Transfer Student Services and if both admissions and retention are to be discussed, as everything cannot be covered in one hour.

The questions/points the committee would like to ask Admissions follow, along with the discussion around the questions.

- How do we start on a good collaborative note?
  - With new leadership comes new ideas, and the committee should not have preconceived notions as to what the presentation will be.

- How can we help you?
  - This question is addressed to Steve Schuetz, Interim Director of Admissions, Melissa Bert, Interim Vice Chancellor for Enrollment, and Jessica Porwoll, Lead Success Coordinator. Jessica Porwoll also has a lot of retention related initiatives and information.
- How much time is being devoted to enrollment management?
  - This question is for Melissa Bert, knowing that she fills many roles. The follow-up question is “Is there a longer term plan?”
- Availability of full academic records when new students are registering.
  - Transfer transcripts are not always available when students are registering. This is part of the infrastructure of the Admissions process. There are many questions about the process.
    - Where is the responsibility for the transcripts?
    - Is there an appropriate hand-off?
    - Can the presence of a transcript be on the APAS with a note? For example, “Ensure your transcripts are in.”
    - How does the new APAS system improve/not improve the transcript process? It was noted here that high school transcripts and transfer transcripts are two different issues.
    - Can student’s self-respond? Self responses will not be official until the transcript is in.
    - Can advisers see if a transcript is needed?
    - What are the barriers to getting transfer transcripts here?
- What do you perceive are the barriers for transfer students?
- Are there any gen-eds that are sticking points in transferring or in admissions?
- How are we/are we not partnering with the system?
- Other questions?

## 8. **Items for Campus Assembly (Item added at meeting)**

The Chair will present about the SC at the next Campus Assembly. The committee was asked if there are any policies or procedures to address.

One item brought forward is the fact that the SC does hear petitions. Petitions exist because not all students have the same experiences. The petitions are powerful for both policy and student advocacy. The committee wants others, such as advisers, to know the petitions exist and can be used.

Also, the type of membership on the committee should be highlighted. There is a representative from the Dean’s office and a SCEP representative on the committee. Representation should have features that underscore the function of the SC.

Another topic for the Campus Assembly is reporting academic dishonesty. It was said that the Chair should read out the URL to the webpage with the pertinent information so Carrie Grussing will put it in the Campus Assembly minutes. The Campus Assembly minutes are more easily searched than finding the information the website.

Reporting incidents should be stressed. The committee only sees the second reports-in order to have a second, the first must be reported. Even the little things should be reported, such as students who are working together copying from each other.

Reporting academic dishonesty is also a student protection. No previous reports means it is difficult to sanction. It was also stated that it would be good to have information, such as appeal information, available to students after reports come in.

There was discussion about educating faculty on the reporting process. Right now it is an organic process in which faculty ask each other if incidents should be reported. It was stated that people to talk to about academic dishonesty should be identified, such as Division chairs. A more formal education process would be different for each discipline according to their concerns.

Respectfully submitted,

Beth Zaske  
Office of the Registrar