

## Academic Standing Committee

### Minutes of the Meeting on March 20, 2023

**Present:** Dionne Miller (Academic Affairs), Erika Correa (ACE), Renee Daniels (Admissions), Ana Mora (Counseling), Caterina Almendral (ELA), Lilla Tóke, Chair (English), Andrew McFarland (Humanities), Alexandra Rojas (Library), Janet Gonzalez (Natural Sciences), Kyle Hollar-Gregory (Social Science), Derwent Dawkins (Registrar)

**Meeting Start Time:** 2:30 PM

**Meeting End Time:** 4:40 PM

1. The chair welcomed all committee members.
2. Approval of February meeting minutes

The committee reviewed and gave feedback on the February 2023 meeting minutes. The committee approved the minutes with the suggested modifications included.

3. Online Learning Policies (guests Michele de Goeas-Malone, Liz Clark)

The committee welcomed Profs. Michele de Goeas-Malone and Liz Clark from the Online Learning Committee (OLC). The committee had a preliminary discussion at their February meeting about the areas that OLC tasked the ASC to address and offered some suggestions as well as had questions for the guests. The recommendations were the following:

**Recommendation 1.2:** **Updating Student Conduct Policies** to address online / email /

interactions with faculty, etc. general online code of conduct: referring to Academic

Standing with the request that SGA is involved.

The committee shared with the guests that student conduct is under the purview of Student Affairs and not ASC. Therefore, the committee recommended to reach out to Student Affairs regarding Recommendation 1.2. There was a discussion about the severity of student conduct issues in an online learning environment and the lack of a formalized response process to address this specific situation. The committee agreed that this issue needs to be addressed by Student Affairs and the college needs a clear student conduct policy in online learning environment as well as clear guidelines for faculty on reporting and the decision-making process. If needed, ASC

will support the OLC's efforts in this by joining in on any emails or other forms of communication.

**Recommendation 1.8:** Remove GPA requirement for online learning courses. Remove credit requirement and replace with mandatory extensive training available online and in person (provided that we are offering the support for students listed in this report).

The committee welcomed the suggestion to develop a clear policy around online learning at the college. The committee raised some questions around the feasibility and implementation of the training for student to get them ready for online learning (last minutes registration, new students). The guests agree that currently the timing, platform or form of online training are not clear, so perhaps as guest suggested the committee could design an "interim" policy until the online training is up and running. Blackboard was mentioned as one potential platform where online training could take place, but Registrar warned that Blackboard currently does not communicate with CUNYFirst. The guests agreed to follow up on how Blackboard is used for online training by other colleges. Committee members suggested ways in which online training could be implemented at the college (e.g. in the FYS, or after the first semester for students who did not do well in their online courses). Committee members also suggested that another way that these policies could be broken down would be alongside fully online programs versus traditional student population. Committee members asked for data related to student performance in online courses. The committee also suggested the option to develop different policies for different online modalities (e.g. asynchronous courses, hybrid courses, synchronous). The committee also decided to ask Institutional Research for data on student performance in online courses. The option to only allow student from the second semester on to take online courses was also raised based on the OLC's research. Committee members asked OLC for existing CUNY college policies on online learning as models. Kingsborough CC and BMCC were mentioned as two good examples to look at. Guests agreed to send these as well as their thoughts on creating separate policies for the different modalities. The committee asked for more information related to student input and student feedback on online learning.

**Recommendation 5.7:** The Online Learning Committee should research academic

integrity and how other schools are preventing academic dishonesty online. This research should be shared with the Academic Standing Committee in order to create a new policy.

The committee suggested to have two Academic Integrity Policies – one for in person learning and a separate one for Online Learning. The guests agreed with the idea of having different expectations and guidelines for the two different learning environments.

The guests mentioned that LaGuardia's Accreditation requirements limits the number of online courses that a student can take (since we are not an online degree providing institution). They suggested that the academic policies around online learning should clarify the number of credits a student can take that does not exceed the accreditation limit. Currently the Registrar's Office has no way to track the number of online credits versus in person credits. This is a serious issue that needs to be addressed by CUNYFirst. The committee agreed that this is very important for students, faculty and staff to know and it will be included in the language of the new policy. Committee members also suggested that the descriptions of the different modalities should be included in the catalog.

#### 4. New Student Orientation (guest Luke Cardaio)

Luke Cardaio joined the meeting to discuss ways in which academic policies could be introduced more effectively to incoming new students. He reported that CUNY Central is currently revising the student conduct handbook to include the online learning environment. Mr. Cardaio shared with the committee the presentation that he gives during New Student Orientation about academic policies including degree requirement, grading, academic standing, GPA scale, attendance policy and plagiarism. He asked the committee for feedback. The committee expressed full consent to the presentation as it was shown. Mr. Cardaio then asked the committee for suggestions on other ways to get this information to students. The committee discussed ways to reach more students with information about academic policies as they crucial for student success. The committee agreed that FYS would be a great place to introduce students more substantially to academic policies. The chair of the committee agreed to reach out to Ellen Quish together with Mr. Cardaio to see if this is feasible and how to implement it. Committee members

also suggested reaching out to students via email and the LaGuardia app about policies, or a glossary of key terms related to academic policies as well as to include it as a task into the Academic Momentum. Finally, the committee suggested that on the ASC website there should be a separate section for student, where the most important academic policies are stated and explain in a student-friendly way. The committee agreed to work on such section in the future. Caterina Almendral mentioned that Michele de Goeas-Malone created a quiz related to academic policies in her FYS course and promised to look into sharing that with the committee (to potentially include on the ASC website that is student facing).

<https://jeopardylabs.com/play/academic-requirements-and-policies>

#### 5. Revision of Academic Forgiveness Policy

The committee agreed to table the discussion about Academic Forgiveness Policy until the next meeting (in April).

#### 6. New business

No new business was introduced.

The meeting adjourned at 4:40PM.

Next meeting: April 17<sup>th</sup> 2023.

Respectfully submitted,

Lilla Toke