

ASC Minutes, Sept. 27, 2021

In Attendance: Caterina Almendral (ELA), Erika Correa (ACE), Derwent Dawkins (Registrar), Janet Gonzalez, Chair (Natural Sciences), Glenn Henshaw (MEC), Kyle Hollar-Gregory (Social Sciences), Amish Khalfan (Academic Affairs), Andrew McFarland (Humanities)

Student Representatives In Attendance: Maya Dembly, Shopna Maumdar

The meeting began at 2:30 p.m. Eastern Daylight Time via Zoom.

1. The committee reviewed minutes from the May 17, 2021 meeting.
 - a. Minutes were approved unanimously, pending minor revisions.
2. The committee congratulated Vera Albrecht's election to Chair of Humanities, and Erika Correa on her work on the Goldman Sachs Foundation/10,000 Small Businesses Fellows initiative.
3. The committee discussed finding ASC representatives for Business, the Wellness Center, and Nursing.
4. The committee welcomed two student representatives to the meeting.
5. The proposed meeting dates of Jan. 17, 2022 and April 18, 2022 were rescheduled for Jan. 24, 2022 and April 11, 2022 respectively.
6. The committee discussed organizing the annual workshop for faculty and staff. This annual workshop covers various policies, e.g. grades, academic standing, attendance, etc.

Workshop Segment Assignments were chosen as follows:

- a. Syllabus – Kyle Hollar-Gregory
 - b. Attendance: Lilla Töke
 - c. Academic Integrity – Andrew McFarland
 - d. Grades – Derwent Dawkins
 - i. WU grades are no longer punitive – these no longer negatively impact GPA.
 - e. Incompletes - Caterina Almendral
 - f. Academic Appeals – Vera Albrecht
 - g. Wellness Center – Janet Gonzalez
7. The proposed date of the workshop is for on Oct. 18, 2021 at 2:30 p.m. Eastern Time via Zoom. The committee will reach out to New Faculty Colloquium (NFC) to ask whether this time conflicts with any planned meeting they might have.
 8. Video recording from last year's workshop needs to be made available to the committee members, which the Chair of the committee agreed to do.
 9. The committee discussed sending out announcements to the college approximately one week before the proposed date of the workshop. The workshop will involve video presentations on the sections above. The committee also suggested announcing the workshop to our individual departments by respective ASC representatives.

10. A question arose about whether a syllabus is required for all classes since the catalogue does not specify. The committee chair agreed to research and follow up on this question.
11. Some departments for courses with many sections do not have individual syllabi, but instead department-wide syllabi. These departmental syllabi often lack relevant information for instructors, e.g. instructor names and contact information.
12. Extending of the credit/no credit policy. The committee raised the question of whether we should recommend extending this policy for the 2021-2022 academic year. The committee requested a report from the registrar to see whether there were students who requested this policy before making a judgment about making a recommendation about this policy, and to hear input from the student representatives.
13. The committee discussed the need to find an interpreter for the Q&A segment of the workshop. The Chair agreed to reach out to interpreters on this matter.

The meeting adjourned at 3:35 p.m. Eastern Daylight Time.

Submitted Respectfully,

Andrew McFarland (Humanities)