



**Minutes for the meeting of the Academic Standards Committee held in B502 on Thursday, December 14, 2017 from 3:30-5:00pm with Prof. Clarence H. Robertson as chair and acting recording secretary.**

**Present**

- Michelle Castro, Student Life
- Michael Cisco, English
- Edward King, Allied Health Sciences
- Inzamamdeen Kassim, Student Government Association
- Anna Manukyan, Natural Sciences
- Cynthia Morales-Delbrun, Office of the Registrar
- Clara Nieto-Wire, Mathematics
- Zvi Ostrin, Natural Sciences
- Salem Rayman, Allied Health Sciences
- Clarence Robertson, English

**Regrets**

- Sonia Maldonado, Education

**Visitors**

- Ernest Ialongo, Behavioral and Social Sciences
- Tram Nguyen, English

**Agenda**

- Remarks from Professor Ernest Ialongo, Chair of the Hostos College Senate and Prof. Tram Nguyen, Vice-Chair of the Hostos College Senate.
- Nomination and election of the Chair of the Academic Standards Committee
- Nomination and election of the Recording Secretary for the Academic Standards Committee.
- Review Academic policies and procedures for issues related to academic honesty, student complaints, and grade appeals.
- Review calendar for future meetings by the Academic Standards Committee.
- Discuss goals for fall 2018.

**Item(s) added to the agenda**

- The graduation ceremonies scheduled for March 2<sup>nd</sup> at 10:30am and 3:30pm.

**Remarks**

Prof. Ernest Ialongo, Chair of the Hostos College Senate, addressed the Academic Standards Committee regarding its function, membership and responsibilities. Prof. Ialongo informed the Academic Standards Committee that its function, according to the Hostos Charter of Governance, is to preserve and maintain the academic policies and procedures of the college. In the performance of this function, Prof. Ialongo informed the committee that is charged with recommending policy regarding academic probation, attendance, graduation, honors and grading. Prof. Ialongo also informed the Academic Standards Committee that its membership was assigned by the Committee on Committees which now charged the

Academic Standards Committee with the election of a Chair and a Recording Secretary. Prof. Ialongo also informed the committee that, as a part of its responsibility as a Standing Committee of the Senate, it must take minutes for each meeting and submit those minutes to both the Committee on Committees and to the College Senate after those minutes have been approved by the members of the Academic Standards Committee. Lastly, Prof. Ialongo responded to several questions related to the function, membership and responsibilities of the Academic Standards Committee resulting from his remarks. These predominantly concerned issues connected to issues of faculty/student confidentiality regarding appeals and complaints and issues connected to the winter graduation ceremony. Both Prof. Ialongo and Prof. Nguyen departed before the committee proceeded with business.

#### **Election outcomes**

- Professor Clarence H. Robertson was nominated and elected Chair of the Academic Standards Committee. This vote was unanimous.
- Professor Clarence H. Robertson was nominated and elected Recording Secretary of the Academic Standards Committee. This vote was unanimous.

#### **Decisions made about each agenda item.**

- The process for appealing a charge of academic dishonesty should be changed to begin within 10 days of notification of the charge by the faculty member. This decision was unanimous.
- The calendar for future meetings by the Academic Standards Committee should be switched to Mondays with the exception of the requirement that the Chair attend the College Senate to present on the workings of the committee. This decision was unanimous.
- Minutes to be uploaded to the Senate website will be kept separately from records detailing appeals and complaints to protect the confidentiality of both students and faculty members. A case number will be assigned to each item that appears in the minutes. This number will link that item to the records kept by the Chair of the Academic Standards Committee. This decision was unanimous.

#### **Actions agreed to be taken**

- Establish a policy regarding actions that can be taken regarding the use of electronic devices without permission during exams.
- Reach out to the Student Government Association, the office of the President, and the office of the Provost regarding the March 1<sup>st</sup> graduation ceremony.
- Inquire with the OAA about the possibility of a change of grade form reflecting the needs of the Academic Standards Committee.