

## **Academic Standards and Assessment Committee October Meeting Minutes**

Meeting Date: October 10, 2022, 3:00 – 4:00 p.m.

Meeting called by: Susanne Bentley, committee chair

Meeting format: Zoom

Attendees: Eric Andersen, Staci Warnert, Dean Straight, Daniel Murphree, Stephanie Davis, Jinho Jung, and Glen Tenney,

Excused: Ethan Hawley, and Yvonne Naungayan

**Call to order:** Chair Bentley called the meeting to order at 3:00 p.m.

### **Discussion and Action Items:**

**Item 1:** The committee discussed adding member Dean Straight as the committee Vice Chair. Dr. Straight is in his third year serving on the committee. Daniel Murphree moved to approve, and Eric Anderson seconded. The motion was approved unanimously.

**Item 2:** The committee discussed a request from the nursing department to approve giving credit to students in a new Medical Assistant/Phlebotomy/EKG certificate program for a human relations class via embedding the course requirements into the program.

The committee determined this should be a decision for the Gen Ed and Curriculum committees. Chair Bentley stated that the Curriculum Committee had already approved the request.

The committee members did not think approving embedding a class within a program was within the scope of our committee's charges. We also did not have enough information to determine that student learning outcomes for a human relations class are met in the program. There was no syllabus presented and the title of the human relations class was not specified.

Glen Tenney moved that our committee should contact Dean Amber Donnelly with our concerns, and Daniel Murphree seconded. The committee voted unanimously to approve. Chair Bentley will contact Dean Donnelly.

**Item 3:** The committee discussed a request for a grade appeal hearing from a student. Chair Bentley sent details about the request for committee members to review on Sept. 27, and the committee discussed the student's request via email during the week of October 3. After much deliberation, the committee decided that the chair should write another letter to the student requesting additional information. Staci Warnert moved for the chair to contact the student and Dean Straight seconded. The motion was approved unanimously. Chair Bentley wrote a draft and the committee made additions to the letter, which was sent to the student on October 13.

**Item 4:** Chair Bentley requested that the committee study the language of the grade appeal process on page 80 of the current GBC catalog. She would like more details in the language so students would better understand what a grade appeal is and under what circumstances it is appropriate. Our committee has had several grade appeal hearings in the past few years that were unwarranted. Chair Bentley requested volunteers to form a subcommittee to review the current grade appeal process and investigate what other NSHE institutions are doing. She asked committee members to review the grade appeal language in the TMCC catalog to get some ideas. The subcommittee will consist of Staci Warnert, Daniel Murphree, Eric Anderson, Dean Straight, and Susanne Bentley. The committee voted unanimously to approve the formation of the subcommittee.

**New Business:** No new business

**Motion to adjourn:** Eric Anderson moved to adjourn and Dean Straight seconded. The meeting adjourned at 3:55 p.m.

Respectfully submitted by Susanne Bentley, October 19 2022.