
Report from the Chairperson – Gail Knell

The Chair would like to move the committee reporting to the end of the meeting.  Seconded. Approved.

Report from the President – Kathleen Schatzberg

- The Governors’s budget is due to be released today. The President understands there will be an increase over last year but the legislature will review next.
- The President has been talking with lobbyist regarding raising funds for the college. This is a very complicated process trying to figure out the legalities, funding and choosing a good project for funding. The federal government has very strict laws. She has decided to postpone until the next budget cycle.
- Human subject research has come up in discussions. Universities have specific HSR committees to make sure they are informed and rights are protected. Community colleges usually do not do research. One of the other community colleges is currently going through a lawsuit regarding this issue and our legal counsel will advise us on procedures we can put in place at 4C’s once a decision has been reached. David Hemenway, Director of Institutional Research will review any proposed research projects in the meantime.
- Trustees – two trustees are due for reappointment (Robert Mills and Cynthia Solarz), two trustees’ terms are up (Allen Larson and Elliott Carr) and Jeffrey Luce has declined a 2nd term due to personal reasons. There are eleven candidates competing for Jeff Luce’s seat (elected Alumni), and she will keep everyone posted.
- Congratulations to Michael Gross, Wendy Northcross, Stephanie Brady, John Lebica for their outstanding work at the Bellweather Conference. The President and Michael Gross were judges in the category the college won last year. This years’ winner was a college from Texas who brought the whole intake process into the high schools (admissions, financial aid, assessment, registration etc). They started working with one high school in the district and 4 years later they were at 48 high schools in 22 districts. They increased college-going rates of high school graduates by 38%. We are going to try this idea and will keep everyone posted.
- Honorary Degree Committee – Dean Dorado is the chair, Carol Canty and Frank Fantasia from the Foundation Board are on the committee. Waiting to hear from another person.

Report from the Vice President – Robert Ross

- Reminder - tonight at 5:00pm the PTK induction ceremony will be held in the Tilden and faculty are encouraged to attend.
- We have become aware of a loophole in our enforcement of prerequisites. Some students are getting into classes who have not met the pre-requisites. We permit students who are currently registered in
prerequisites to preregister for the next higher course. In the future any student who fails the prerequisite will be dropped from the registered class and notified to come to the college for additional advising. It will work well for courses that have simple pre-requisites. For other classes with more than 2 prerequisites it will be more difficult to automate.

- Complimented advising and the registrars’ offices for the outstanding work they are doing with the probationary students. We have identified 800 students for academic review this year 200 are on academic probation and have been notified and advisors are working with them and encouraging them to stay etc.

**Report from the Vice President – Dixie Norris**

- Wind Turbine update – we had to file a notice of insignificant change because of site change (where we are going to place the turbine). All state work has been approved and we are in the process of developing the RFP for the wind turbine purchase and installation/construction of it. We are working with DCAM on the project.

- We are in the early stages of developing early summer renovations of the classrooms.

- Public safety projects – tile replacements is an ongoing project, electrical upgrades, fire system etc. Science Building will continue to be work on during spring break. Anyone affected by the upgrades will be notified. The college is working with DCAM on the electrical and fire alarm upgrades.

- Clarification – Department of Public Health’s report indicated that unless plants are maintained properly they should be removed. Drip pans cause mold etc unless cleaned.

- Smart classroom renovations were done last year on recommendations from the faculty. Suggestions should be emailed to VP Norris.

**Unfinished Business –**

**VP Ross: Academic Policy and Standards**

**Motion:** The College endorses the policy of On-Time Registration for all students, effective Fall Semester 2007. Under this policy, students may only register for a course before the first class meeting of that particular course. During the first week of the semester, no student may add a course after the course has begun its first class meeting, without the scrutiny and approval of an academic dean. **Seconded.**

**Motion:** Dan McCullough- Friendly Amendment to the statement- “and the approval of the faculty member involved.” Add after Academic Dean. Seconded

He feels it is appropriate for the faculty member to be involved. Student would have to get two approvals.

Discussion followed.

President Schatzberg suggested the academic dean would contact the faculty member and Dan McCullough stated that is what he meant.

New wording- “and the approval of the faculty member”. President Schatzberg stated the Academic Dean would get the permission/approval.

**Move the Question.** Seconded. **Approved.**

Vote on the Friendly Amendment - “During the first week of the semester, no student may add a course after the course has begun its first class meeting, without the scrutiny and approval of an Academic Dean, and the faculty member.” **Approved (2 no)**
Discussion of the motion with the above friendly amendment.

**Motion:** Richard Sommers - Friendly Amendment to the statement.

He would like to replace in the second and third sentences- “first class to second class”. **Seconded.**

Would like to give the student a break of one class and then the dean.

Discussion followed.

**Move the Question.** Seconded. **Approved.**

Vote on the Friendly Amendment “change first to second class”. **Not Approved.**

Discussion on the motion-

APS has worked for years on this item and it is in the best interest of the student to give him/her a better chance at succeeding.

Plans are in place to notify students in a timely manner of the new procedure if approved.

Mary Moynihan – Move to postpone until the March meeting. Seconded.

**Move the Question.** Seconded. **Approved.**

**Motion:** Postpone the motion until the March meeting. **Not Approved.**

Chairperson read the motion with the amendment – “The College endorses the policy of On-Time Registration for all students, effective Fall Semester 2007. Under this policy, students may only register for a course before the first class meeting of that particular course. During the first week of the semester, no student may add a course after the course has begun its first class meeting without the scrutiny and approval of an Academic Dean and the faculty member”.

**Vote on the motion as amended.** – Passed

Hand count: 52 yes/ 43 no

VP Ross stated major communication will be done by the enrollment management division.

**Motion Recount:** 57 yes/ 40 no Passed

**New Business –**

**Sally Polito: Academic Policy and Standards**

**Motion:** Academic dismissal: A student who does not raise his/her CGPA from “probation” to “good standing” within one calendar year will be dismissed for one year before being readmitted as a student on probation. After two years of inactive status, the student may choose to take advantage of the Fresh Start Option.

**Rationale:** Our existing policy says that a student who does not raise his/her CGPA from “probation” to “good standing” within 15 credit hours during one year will be dismissed and lose his/her matriculated status. This has proven to be a difficult policy to execute because of the variable number of credits students may take in that year, so AP & S wishes to amend the probation period to whatever number of credits a student may take in one calendar year from the time of being placed on probation.
Another concern was the loss of matriculated status. The loss of matriculated status renders a student ineligible for financial aid. Therefore, the only people who can attend as non-matriculated students are those who can afford to pay their own tuition and fees, which seems to discriminate against those students who have less money.

A student whose semester GPA or CGPA falls below 2.0 will be placed on Academic Review with the requirement that he or she meet with an advisor in order to register for courses. A student on “probation” will have a year in which to improve his or her CGPA and will of necessity meet with an advisor every semester before registering for classes. The student will have had numerous opportunities to improve his/her CGPA to avoid dismissal.

A student dismissed from the College may appeal his/her dismissal by following the Academic Appeals Procedure outlined in the Student Handbook and in the Academic Policy and Procedures Manual.

When AP & S presented a similar motion last semester, many people expressed concern about the time frame. Research among the other community colleges showed a wide range of time frames in which dismissal would apply, from one semester to practically forever. As is the case here, all of the community colleges have an appeals process for dismissed or suspended students. **Vote on this issue at the next College Meeting.**

**VP Ross: Academic Policy and Standards**

**Motion:** Course Load: A student may enroll in no more than 18 credit hours during the fall or spring semester or 9 credit hours during intersession or summer session without the written approval of the Academic Dean.

**Rationale:** In the interest of both student success and retention it is important to assist students in making reasonable decisions regarding course loads. A course load of 18 credit hours is a generally accepted maximum load across Higher education. Recognizing that special circumstances and abilities might justify approving over the 18 credit limit, the Dean's approval will guarantee careful advisement and review of past records. **Vote on this issue at the next College Meeting.**

**Lore DeBower** for GenEd AdHoc Committee – Distributed information on Institutional Outcomes. Committee members can attend department meetings on March 5 to answer any questions. We are not doing what BHE and NEASC suggest. Plan to schedule a forum on March 7th and will bring the issue to adopt institutional outcomes to the March 19th college meeting and put in place for the fall 2008 semester.

**David Hemenway** – On behalf of the Institutional Research and Planning Committee we would like to make the following motion: Due to the retirement of John Grant we would like to replace the Director of Institutional Research and Resource Development position with the recently created Director of Institutional Research position on the IRPC membership. Seconded. **Approved.**

**Reports from the Committees** –

Academic Policy and Standards Committee – Michael Tritto
Academic Technology – Pat Tatano
Counseling and Advising – Vic Smith
Curriculum and Programs – Gail Guarino
Developmental Education– Clare Niven-Blowers
Institutional Research and Development – David Hemenway
Faculty Professional Committee – Hemant Chikarmame

**Motion:** The reports will be posted in the public folders. **Seconded. Approved.**
Announcements –

Alison Frisbie- send proposals for May Professional Day to Alison.

Nancy Willets – PTK induction is tonight, please try to attend.

President Schatzberg – Reminder- Sister Helen Prejean will be the Lowell Lecturer and will be on campus Monday March 5 at 7pm in the Tilden Arts Center to talk on her book “Dead Man Walking”

David Hemenway – encourages faculty to fill out the faculty version of the Survey of Student Engagement in a couple of weeks as this gives us data to improve our working area.

Meeting adjourned.
Respectfully submitted,
Pat McCulley