

BRONX COMMUNITY COLLEGE
of the City University of New York
Committee on Academic Standing

Minutes of September 13, 2017

Present: Rasheen Allen (Biology), Nicholas Anuku (Chemistry), Bryan Betancur (Modern Language), Gregory Cobb (Social Science), Teresa Fisher (Communication), Paul Jajjairam (Business), Eugene Mananga (Engineering, Physics and Technology), Octavio Melendez (Advisement, OAA), Sharmila Mukherjee (English), Stephen Powers (Education), Stacia Reader (HPER), Wladyslaw Roczniak (History), Shirley Skelt (Appeals Agent), Sa-Rawla Stoute (Student Dev), Karen Thomas (Registrar), James Watson (Library), Susan Zybert (Math)

Present Alternates: Andrea Ortuño (Art and Music) -- seated, Enyuan Shang (Biology), James Simpson (Business)

Guests: Alexander Ott (OAA)

Absent/Excused: Anthony Gatto (Art & Music) – on sabbatical, Anita Rivers (Registrar), Alnisa Shabazz (Nursing), 5 SGA reps

1. **Call to Order:** 2:07 P.M., meeting called to order by Karen Thomas.
2. **Nomination and Election of Chairperson and Recording Secretary**
 - a. **Chairperson:** Stephen Powers was elected by unanimous voice vote.
 - b. **Recording Secretary:** Teresa Fisher was elected by unanimous voice vote.
3. **Approval of the Minutes of May 10, 2017:** Tabled until next meeting. A draft had been emailed to committee members by Grace Campagna on May 17, 2017.
4. **Student Appeals**
 - a. **Summer results:** Shirley Skelt distributed a chart summarizing the summer appeals actions. 526 appeals were heard: 223 administrative, 18 statute of limitations, and 285 dismissals. All but 5 of the dismissals were granted for a total of 521 granted. Stephen Powers briefly updated the committee on the work that was done over the summer and encouraged other members to join the work next summer. *There was no motion or vote to accept the recommendations of the sub-committee.*
 - b. **Sub-committee dates for Fall 2017:** Shirley Skelt distributed a sign-up schedule with the fall 2017 sub-committee dates (9/20, 11/15, 12/6). A date for October will be rescheduled.

A fire drill disrupted the meeting for 5 minutes.

5. **CLEP Credits:** Tabled until next meeting.
6. **Revision of Academic Rules and Regulations:** Alexander Ott reported that the codification needs to be updated. He proposed an appendix be added to the codification document with inserts in red font included within the document to point faculty and staff to the appendix. This would be done to disseminate approved and updated information in the codification as a temporary measure until updating of the document can be completed. The proposal was discussed with questions asked and answered. Ott will publish the appendix online. He asked for members to contact him, should there be any errors noted. He also asked for

members to consider volunteering for a working group that will help update the codification. He will send out an email for members to sign up for this group.

7. **CUNY Uniform Grade Glossary**

- a. **Section IV, letter d:** *A grade of “WU” is to be assigned to students who attended a minimum of one class, completely stopped attending at any time before the final exam week. S. Powers explained that this change was being presented for informational purposes only, as it has been approved by CUNY and is a mandated change. He noted there is confusion over the meaning of “completely” and that an advisement memo will be sent out to assist all advisors with how to properly apply the WU grade as well as other grades (e.g. INC). Members discussed how else to support faculty, staff, and students in best understanding the policy. Karen Thomas also asked the members to remind their departments that, in special circumstances, students who have not withdrawn officially within the withdrawal period may be eligible to appeal to have a W granted. This requires a letter from the faculty member as well as supporting documentation from the student.*
- b. **Section V:** *The grade of “W” is awarded only when it is clear that the students has good and sufficient reasons for withdrawing from the courses or Withdrew (Student attended at least one class) or students who have begun attending and officially withdrew after the official refund period, but prior to the end of the designated withdrawal period (before two-thirds of the semester have elapsed) or a grade of W is assigned to students who officially drop a class after the refund period and prior to the completion of two-thirds of the semester. S. Powers explained that this change was being presented for informational purposes only, as it has been approved by CUNY and is a mandated change. A. Ott and S. Powers noted that all four versions of this policy were included within the memo. The members discussed and agreed that following the third version -- Students who have begun attending and officially withdrew after the official refund period, but prior to the end of the designated withdrawal period (before two-thirds of the semester have elapsed) – is most consistent with BCC policy and should be the one used in the college catalog.*
- c. **Section XI:** *The grade of “P” or “NC” may be given as part of a ‘Pass/No Pass’ agreement between a student and instructor. In order to receive this grade, a student needs to continue attending the class, complete all assignments, and take the final exam. If a passing grade is earned (A+ through D-), the student will receive a grade of ‘P’ and credit for the course with no impact on GPA. If a failing grade is earned (F), the student will receive a grade of NC which does not affect the GPA. This option must be requested prior to the last day a student can withdraw and receive a grade of “W” via an agreement with the Office of the Registrar. Students must remain in compliance with Federal and State Satisfactory Academic Progress guidelines. Colleges may place additional restrictions on the use of this option which must be clearly stated in their bulletin and on their website. S. Powers noted that these grades have already been added to CUNYFirst. The proposed policy includes that students must complete an agreement with the faculty member before the 9th week of the semester to utilize the option. There is a form being created for this purpose. Students may only use the P/NC option twice during their time at BCC and only for classes not in the required or flexible core areas nor within their major field. Guidance on this is forthcoming.*
- d. **Section XIII:** *A college may choose to offer a First Year Freshman Forgiveness policy. If the student passes the course, they will receive the grade earned which will carry the designated GPA. If the student fails the course, the grade will be administratively converted to NC and have no impact on the GPA. This policy is limited to first year*

Freshman as defined by the college. S. Powers opened up a discussion about this policy noting the pros and cons of implementing it in terms of it helping and/or hurting students. Questions were asked and suggestions offered. Powers asked that members take the policy back to their departments and request input and/or use the input gathered this past spring to formulate a departmental position that can be incorporated into discussion on the policy at the next CAS meeting.

8. **New Business**

- a. **Issue of repeating courses with a D** – A. Ott noted this issue has been coming up more frequently and needed to be discussed.
- b. **SGA members** – S. Powers noted that Manny Lopez (Student Affairs) has promised that SGA members will be coming to CAS.
- c. **Valedictorian/Salutatorian Policy** – S. Powers noted that once the new grading policies are in place, the previously revised Valedictorian/Salutatorian policy will need to be revisited to incorporate the new changes.

9. **Adjournment:** 3:34 P.M.

Respectfully Submitted,

Teresa A. Fisher, Recording Secretary

Handouts:

- Draft of appendices for the codification