

BRONX COMMUNITY COLLEGE

of the City University of New York

Committee on Academic Standing

Minutes of October 28, 2020 (web conference [Zoom])

Present: Yeury Aguero (Student), Gregory Cobb (Soc Sc), Laurel Cummins (World Lang), Teresa Fisher (CommAS), Anthony Gatto (A&M), Janet Heller (HPER), Paul Jaijairam (Bus), Noah Jampol (Eng), Mehdi Lejmi (Math), Eugene Mananga (Eng Phy Tech), Octavio Melendez (Adv, OAA), Stephen Powers (Edu), Daniel Quiros (Student), Wladyslaw Roczniak (Hist), Vivian Rodriguez (Nurs), Celine Sanders (SGA), Enyuan Shang (Bio), James Watson (Library)

Present Alternates: Carlos Cruz (CommAS), Edward Lehner (Edu), Anita Rivers (Registrar) – seated, James Simpson (Bus)

Guests: Cheryl Byrd (Appeals Agent), H. Clampman (Bus), Cynthia S. Espinal (CD), Nikole Knight (Bus), Alexander Ott (OAA)

Absent/Excused: Nicholas Anuku (Chem), Jaheim Archibald (Student), Karen Thomas (Registrar), unassigned (SGA)

1. **Call to Order:** At 2:06 P.M., meeting called to order by S. Powers. The meeting was recorded.
2. **Approval of the September 23, 2020, minutes:** The minutes from 9/23/2020 were approved as amended by the 16 seated members present who were at that meeting. *D. Quiros and C. Sanders arrived after the vote was completed.*
3. **Business Department Law Program, Proposed Changes:** (see handout) N. Knight, H. Clampman, and P. Jaijairam presented proposed amends to the codification based on requests from their accrediting agency for the Paralegal and Legal Studies AAS degree and the Paralegal Certificate Program. Questions were asked and answered.
4. **Item from Senate regarding seats on committees:** (see agenda) S. Powers asked if there was any additional input or feedback on the proposal from F. Moore for Powers to bring back to Senate. None was offered.
5. **Student Appeals and Fall sub-committee dates:** C. Byrd reported on informal numbers: 793 appeals in total, which includes many duplicates. Of those, 220 have been granted, 565 denied (many are duplicates), and 2 are in progress. Byrd sent categories to IT to allow for more detailed emails to students regarding what they need to submit a successfully complete appeal. There are additional technical details to sort out before the sub-committees will be set up to review academic appeals. Until then, S. Powers, P. Jaijairam, G. Cobb, and T. Fisher will continue to review them.
6. **College Now Grades:** (see agenda) S. Powers updated on changes from the last revised proposal – adding W and INC to the available grades as well as that the grading schema information will be added to the codification (8.2.9, see proposal). As there was no additional discussion, the vote was called on the proposal to implement the CUNY College Now grading scale for College Now students. The proposal was approved unanimously by all 19 seated members present.
7. **Extension of last day to withdraw from the semester:** (see agenda) The extension of the last day to withdraw from the semester, as recently set by CUNY, necessitates an adjustment to the codification (7.1.1) to reflect this change in CUNY policy. A. Ott asked if the proposed codification language clearly expresses the policy before it is added to the Academic Rules

and Regulations. Discussion ensued. This included a request to make sure the language clarifies that the “last day of classes” does not include finals week. Proposed language: “Students wishing to withdraw from any course in which they are registered, may do so at any time after the end of the registration period and up until the last day of classes, as listed in the academic calendar, for a particular semester. This excludes final exam week. *As a reminder, once a student has taken a final exam, they have completed the course.*” As a result of this policy change, members were asked to consider if the last day to resolve INC (incomplete) grades should also be adjusted from the 10th week to the last day of classes. A. Ott and O. Melendez presented this query to members. Discussion ensued. The general consensus seemed to be keeping the deadline as the 10th week seemed best for students as well as taking administrative and registration factors into account. Members should discuss with their departments and return with feedback for the next meeting.

8. **PLA (Prior Learning Assessment) Policy from CUNY:** (see agenda) S. Powers updated briefly on his observations from the CUNY committee revising the policy. A. Ott noted that the BCC codification will need to be changed once the CUNY PLA policy is established.
9. **Summer credit limit:** Regarding whether or not a credit limit should be established for summer courses, S. Powers reported that the data from Institutional Research of the last two years of summer sessions (see agenda) showed a handful of students who took multiple courses in a single summer session hurt their GPA, while the majority kept their GPA the same or improved it. Discussion ensued. Members should discuss with their departments and return with feedback for the next meeting.
10. **Valedictorian/Salutatorian:** (see current policy listed on agenda) S. Powers asked for two or three volunteers to review the current valedictorian/salutatorian policy and consider how or if to address the CR/NC pandemic grading policy from Spring 2020 as well as the matter of January graduation versus June graduation. P. Jaijairam will lead the sub-committee and be joined by A. Ott and W. Rocznik. Feedback from departments can be sent to P. Jaijairam.
11. **Adjournment:** 3:53 p.m.

The next meeting of the fall semester is scheduled for November 11, 2020, from 2-4 p.m. The final fall semester meeting is scheduled for December 9 (no meeting on 11/25 as classes follow a Friday schedule). Meetings are held on the 2nd and 4th Wednesday of the month. Tentative spring 2021 dates: February 10 and 24, March 10 and 24, April 14 and 28, May 12.

Respectfully Submitted,



Teresa A. Fisher, Recording Secretary

Handouts: agenda, College Now proposal

Recording: https://us02web.zoom.us/rec/share/sWD96NLLyJvKRfLs9S5_7LzKbnzTRZ4mBzjYJXJAWiQz5aV7oKj7z67koPq_kG_SpIL83BCeRUTN4X

Passcode: B?Kk7?BF

COMMITTEE ON ACADEMIC STANDING

October 28, 2020 - 2:00 – 4:00

Topic: CAS 10/28/20

Time: October 28, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81774155940>

Meeting ID: 817 7415 5940

AGENDA

1. **Call to Order and Announcements** Steve Powers
2. **Approval of Minutes from 9/23/20** Teresa Fisher
3. **Item from Senate (keep scrolling!)** Steve Powers
Any further input?
4. **Student Appeals and Fall Sub-Committee Dates** Cheryl Byrd
5. **College Now Grades (see below)** Steve Powers
Whether to implement the CUNY College Now Grading Scale
A+, A, A-, B+, B, B-, C+, C, INC, W (student initiated), NC
VOTE TO BE TAKEN TO GO AS ACTION ITEM TO SENATE IF PASSED
6. **Business Department Law Program, Proposed Changes** Paul Jajairam
Please scroll to the end, last documents Or Nicole Knight
Or Howard Clampman
7. **Extension for last day to withdraw from the semester** Chancellor (I doubt he
(My highlight below) attend, so Dean Ott)
Subject: Announcement: Permanent Extension of Deadline to Withdraw from Classes
As you know, in Spring 2020, we extended the deadline to withdraw (W grade) officially from a class from the original date of April 1st, 2020 until the end of regular classes to provide additional flexibility to students.
An analysis of Spring 2020 class withdrawals show that students benefited from this flexibility and that withdrawal rates were lower than in previous semesters. Furthermore, the number of retroactive withdrawal extension appeals decreased. This resulted in a reduced number of reported WU (Unofficial Withdrawals) grades which in turn 1) reduced reporting workloads associated to the recalculation of students financial aid information as these grades are treated as F's in a student's academic record and 2) reduced administrative work to reverse WU grades to W grades as a result of retroactive grade appeals from students.
Today, I write to inform you that based on the information above and after consulting with the Academic Policy Committee and the University Faculty Senate, we will permanently extend the date of the last day to withdraw from a class to the last day of classes for a particular semester. This information will be updated in the University's Academic Calendar: www.cuny.edu/calendar.

JL

6a. CUNY Change to Withdrawal Date (above)

Alex Ott (guest)

Implications:

a. Revisions needed to Codification 7.1.1 (below) to align with new CUNY Policy (attached)

Current codification:

7.1.1 Time constraints on withdrawals

a. Students wishing to withdraw from any course in which they are registered, may do so at any time after the third week and prior to completion of the tenth week of all instruction and evaluative procedures for the course up until the last day of classes for a particular semester

b. Incomplete Resolution Date: CAS discussion suggested. More information on “What do the other Community Colleges do?: provided by Octavio Melendez. Thank you Octavio!!

Issue: Does changing Withdrawal date have implications for the INC resolution date (at 10th week of semester, per Codification). Note that [CUNY policy](#) re INC grades allows for local colleges to set the resolution date, as long as it is before the last day of classes, of following semester (excluding summer).

CUNY policy:

INC: The grade of “INC” (Incomplete) should only be given by the instructor in consultation with the student with the following guidelines:

o When there is a reasonable expectation that a student can successfully complete the requirements of the course no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Upon timely completion of said incomplete work, the student would earn passing grade.

o When a student has been absent from the final exam and a make-up exam is scheduled no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term.

*o Temporary grade awarded when the disposition of the final grade requires further evaluation for reasons other than the Procedures for Imposition of Sanctions related to the Board's Academic Integrity Policy
Transcript comments for INC grades should be added to the 7 student record indicating the nature of the incomplete*

o The grade of “INC” lapses to an “FIN” grade, per a deadline established by the individual units of the University but no later than the last day of the following semester, or its equivalent in calendar time, exclusive of Summer Term. Students who have officially withdrawn from a college and have these grades may be exempted from the limitations.

Current Codification:

8.6.4 Deadline for the resolution of temporary grades

a. The deadline for a student to resolve a temporary grade by completing coursework shall be the end of the 10th week of the semester immediately following the one in which the grade was given.

b. If a student cannot comply with the 10th week deadline for submission of required coursework, he/she may file for an extension of the temporary grade only with the approval of the instructor and/or department chair. The instructor and/or the department chair will then specify the period of time by which the coursework must be completed (no later than the 10th week of the semester following the one in which the extension was granted).

c. These grades will automatically convert from INC to FIN (See 8.5.1) at the end of the 10th week of the semester immediately following the one in which the grade was given unless the student has completed the coursework or has been granted an extension.

So what do the other community colleges do.... GLAD YOU ASKED!

INC Benchmark	
BMCC	The "INC" grade reverts to an "FIN" if a change is not made by the following deadlines: Spring and Summer terms- November 1; Fall term- March 15.
HOSTOS	at HCC, the INC becomes a FIN grade if the missing coursework is not completed by the 8th week of the semester immediately following the semester in which the INC grade was assigned.
QCC	at QCC, the INC becomes a FIN grade if the missing coursework is not completed by the end of the semester immediately following the semester in which the INC grade was assigned.
LGCC	A student receiving an IN is required to submit all completed work before the end of the semester following the one in which the IN is given.
KCC	Changed to "FIN" unless work is completed within 10 weeks of the next 12 week term
GUTTMAN	If the student does not satisfactorily complete the missing work by the date specified in the INC contract or by the last date of the following term, the grade automatically reverts to an NC for designated courses in the first year and to an "FIN" for all other courses.

8. PLA Policy from CUNY (sent with agenda)

Alex Ott

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/trustees/meetings-of-the-board/CAPPRAgenda060820.pdf>

Current Codification

10.5 Exemptions by prior learning assessment

- a. Academic departments may choose to offer an opportunity for students to earn credit via prior learning assessment of learning of an academic nature that has taken place outside the traditional college classroom. This learning may have occurred in any variety of venues, including but not limited to the following: work or training experience (e.g., police academy, military), coursework completed at post-secondary institutions from which BCC does not accept transfer credit, and independent study. An academic department may evaluate this learning for possible college credit and course equivalency through an appropriate method, including but not limited to the following: syllabi/documentation review, industry certification review, departmental challenge exam, or portfolio review.

9. Summer Credit Limit

Ott/Powers

The issue is that we do not have one, except for probation students, and they mostly registered for too many before the grades and academic standing were in. So we want to add one, no more than one course per session. Thoughts?

THANKS TO CHRIS E. For the Data

Session	# of Courses	N	Avg. Summer Grade	Avg. Spring GPA
1	1	2104	2.99	2.85
1	2	219	2.83	2.86
1	3	10	2.90	2.96
1	4	1	3.93	3.96
2	1	2003	2.76	2.79
2	2	291	2.75	2.68
2	3	29	2.83	2.68
2	4	2	1.63	1.13
3	1	1441	2.85	3.00
3	2	90	3.00	3.10
3	3	2	2.30	3.24
4	1	503	2.95	2.77
4	2	24	2.84	2.42
4	3	2	3.35	
1		6051	2.88	2.86
2		624	2.82	2.79
3		43	2.84	2.77
4		3	2.39	2.07
Total		6721	2.87	2.86

10. Valedictorian/Salutatorian

Ott/Powers

Just when we thought we had one thing that actually worked... So a student who graduates in January, has an advantage over a June graduates, if we get to the criteria of A+ grades earned. AND! How do we handle CR and NC Covid Grading Policy for Val/Sal?

Current Codification

11.7 Graduation Honors

- a. It is generally recognized that the academic honor of valedictorian or salutatorian is reserved to students who have accomplished the highest academic achievements in their graduating class. The college

commencement committee (which is open to both faculty and staff) shall be responsible for the selection of the valedictorian and salutatorian. Recommendations to the commencement committee regarding the selection of the valedictorian and salutatorian shall be made by a subcommittee, to be comprised of members of the commencement committee as well as the CAS chair or designee.

- b. In making their selections the committee shall follow the following criteria and process:
- i. The valedictorian and salutatorian shall be those students having the highest and next highest academic index among those graduating.
 - ii. Calculation of the academic index for such determination shall include grades for courses transferred, if any.
 - iii. Calculation of the academic index for June graduates shall include all courses taken exclusive of those currently being taken during their terminal Spring semester.
 - iv. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.
 - v. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee shall consider the following additional factors to distinguish the scholarship performance of candidates*
 - a) number of credits with grade of A+
 - b) GPA after recalculation that includes all grades earned at all colleges, including F grades (or other grades) that may have been forgiven by institutional policies
 - c) fewest number of transfer credits
 - d) number of credits with honors designation
- *(Note that the above four items—a, b, c, d—are sequential and exclusive. That is, 5a shall be considered before 5b. If 5a distinguishes the candidates, no consideration of 5b is permissible, etc.)
- vi. In those cases where the foregoing procedures do not result in a clear difference among competing individuals, the commencement committee will name co-valedictorians and no salutatorian.
- a. Note: In the above paragraphs the term “shall” is construed to be mandatory while the term “may” is construed to be permissive.

Fall 2020 Dates: (actual meeting dates in bold)

November 11th

November 25th (no meeting, classes follow a Friday schedule)

December 9th

December 23rd (no meeting)

Very Tentative Spring Dates

February 10, 2021

February 24, 2021

March 10, 2021

March 24, 2021

April 14, 2021

April 28, 2021

May 12, 2021

Senate Committees
Number of Seats on a Committee

The proposal (as I understand it): The proposal seeks to amend the governance plan to set membership on each standing committee of the Senate to include: “one representative to be elected by each department.”

Background: Currently three committees have representatives from each academic department (Academic Standing, Curriculum and CIPD) while the remaining seven committees (Executive, Governance and Elections, Space, Facilities and Physical Plant, Community Events, V.P.s and Deans and Academic Freedom) do not. The proposed new Diversity Committee which went to referendum in the Spring but which has yet to be formally established does provide for one member from each Department.

The seven committees affected by this proposal each have varying numbers of faculty/ instructional staff representatives elected by the Faculty Council or the faculty at-large. I refer you to the Governance Plan itself for more specifics on this.

The proposal was first made at the last face-to-face Senate meeting last year and due to the move to virtual meetings, further action was postponed until this year. I have to reason to believe that it will be reintroduced at the Senate this term and be referred to the Governance and Elections Committee for consideration. If it does so, the Committee will be required to consider it and report its recommendations to the Senate within 60 days of the submission to it. Thus, time being of the essence, I therefore ask that you place this matter on your agenda for discussion and comment and let me know your committee’s reactions by late October.

Should you have any questions, please do not hesitate to contact me.

Franklin Moore, Chair
Committee on Governance and Elections

COLLEGENOW Grading Schema – Proposed

Information Item: Grading Options for CollegeNow Courses

- Beginning Summer 2020: BCC CollegeNow grade shall be limited to the following: A+, A, A-, B+, B, B-, C+, C, and NC.
- Retroactive application of policy: The BCC Registrar may convert CollegeNow grades other than A+, A, A-, B+, B, B-, C+, and C to a grade of NC.
- NC grades assigned for CollegeNow students do not count toward the Freshman Forgiveness policy.

Rationale:

University policy indicates that “All college-credit coursework earned through College Now will count towards students’ academic standing (i.e. GPA) if they matriculate into a degree program at the same CUNY college from where they participated in College Now” (5/6/15 Memorandum; Interim EVC/Provost Wrigley). This policy is beneficial to most students who complete courses through CollegeNow and matriculate at that same college. However, when students earn an F, WU, D, D+, and C- grade in a College Now course and then matriculate at the same college, this negatively affects their academic standing and financial aid eligibility.

CollegeNow courses are designed to give high school students an opportunity to earn college credit while in high school. They are not designed to disadvantage high school students. In a sense, they are analogous to AP courses/exams, which allow the student an opportunity to earn college credit (e.g., if the student earns at least a score of 3, roughly equivalent to a C grade). AP exams with a score of 2 or 1 do not negatively impact a student’s GPA, academic standing, or financial aid eligibility.

Per discussion with University CollegeNow Director, Ljubica Depovic, other CUNY campuses have implemented a number of solutions to this problem. Some campuses run a Registrar process that converts all CollegeNow grades of C- or lower to an “NC” after the grades are posted. Others, including LaGuardia and Queensborough, limit the grades a CollegeNow faculty member can assign, as we propose to do at BCC. In fact, CUNY First already has a CollegeNow designated grade scheme that reflects this proposal.

**Proposed Changes to Academic Policy re: Paralegal and Legal Studies AAS degree and Paralegal Certificate program
10/28/20**

Context: In early October 2020, the Paralegal and Legal Studies AAS degree (including the option in Lay Advocate) and the Paralegal Certificate program hosted a Virtual Site Visit from its accreditor, the American Bar Association (ABA). The result of this site visit was that the programs were out of compliance with several ABA guidelines. The site team recommended a deferral of the reaccreditation until these compliance issues were addressed. The proposed changes are to address the compliance issues and complete the reaccreditation process.

Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that to be granted acceptance into the Paralegal Certificate students must possess 18 semester credits or the equivalent of general education course work. In addition, students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English. **4.2.8**

Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that students in the Paralegal and Legal Students AAS degree and the Paralegal Certificate program, must complete at least 50% of their Legal Specialty credits while in residence at BCC. **11.2.7**

Proposed: Clearly specify, in online or printed material, including but not limited to the College Catalog, College Website and CAS Codification, that students in the Paralegal and Legal Students AAS degree and the Paralegal Certificate program, must complete at least nine of their Legal Specialty credits through synchronous instruction. **11.2.7**

Current Codification:	Proposed Revised Codification:
	<p><u>4.2.8 Admission to the Paralegal Certificate Program</u></p> <ul style="list-style-type: none"> a. <u>Students must possess 18 semester credits or the equivalent of general education course work.</u> b. <u>Students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.</u> <p><u>11.2.7 Credit requirements for the Paralegal and Legal Students AAS degree and Paralegal Certificate Program</u></p> <ul style="list-style-type: none"> a. <u>Students must complete at least 50% of their Legal Specialty credits while in residence at BCC.</u>

	b. <u>Students must complete at least nine of their Legal Specialty credits through synchronous instruction.</u>
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Effective Semester: Spring 2021

Rationale: To comply with ABA accreditation guidelines and complete reaccreditation process for the Paralegal and Legal Studies AAS degree and Paralegal Certificate programs. The requests for codification changes is in accordance with current practice, but not clearly specified in College material. These changes will formalize these items and bring the programs into compliance with the ABA accreditation guidelines.

**Proposed Changes to Academic Rules and Regulations re: COLLEGE NOW Grading Schema
10/28/20**

Current Codification:	Proposed Revised Codification:
	<p><u>8.2.9 COLLEGE NOW grading schema</u></p> <ul style="list-style-type: none"> a. <u>BCC CollegeNow grades shall be limited to the following: A+, A, A-, B+, B, B-, C+, C, W, INC, and NC.</u> b. <u>The BCC Registrar may convert CollegeNow grades other than A+, A, A-, B+, B, B-, C+, and C to a grade of NC upon written request of the student.</u> c. <u>NC grades assigned for CollegeNow students do not count toward the Freshman Forgiveness policy.</u>

Effective Semester: Summer 2021

Rationale: University policy indicates that “All college-credit coursework earned through College Now will count towards students’ academic standing (i.e. GPA) if they matriculate into a degree program at the same CUNY college from where they participated in College Now” (5/6/15 Memorandum; Interim EVC/Provost Wrigley). This policy is beneficial to most students who complete courses through CollegeNow and matriculate at that same college. However, when students earn an F, WU, D, D+, and C- grade in a College Now course and then matriculate at the same college, this negatively affects their academic standing and financial aid eligibility.

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Per discussion with University CollegeNow Director, Ljubica Depovic, other CUNY campuses have implemented a number of solutions to this problem. Some campuses run a Registrar process that converts all CollegeNow grades of C- or lower to an “NC” after the grades are posted. Others, including LaGuardia and Queensborough, limit the grades a CollegeNow faculty member can assign, as we propose to do at BCC. In fact, CUNY First already has a CollegeNow designated grade scheme that reflects this proposal.