

BRONX COMMUNITY COLLEGE

of the City University of New York

Committee on Academic Standing

Minutes of November 11, 2020 (web conference [Zoom])

Present (19): Yeury Aguero (Student), Jaheim Archibald (Student), Gregory Cobb (Soc Sc), 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), Ivan Horozov (Math), Edward Lehner (Edu), Anita Rivers (Registrar) – seated, James Simpson (Bus)

Guests: Cheryl Byrd (Appeals Agent), Cynthia S. Espinal (CD), Alexander Ott (OAA)

Absent/Excused: Nicholas Anuku (Chem), Laurel Cummins (World Lang), Kenneth Flowers (SGA), Karen Thomas (Registrar)

1. **Call to Order:** At 2:04 P.M., meeting called to order by S. Powers. The meeting was recorded.
2. **Approval of the October 28, 2020, minutes:** The minutes from 10/28/2020 were approved as amended by the 18 seated members present who were at that meeting.
3. **Student Appeals and Fall sub-committee dates:** C. Byrd reported there have been 816 total appeals. There are 15 in review and 572 denied (many are duplicates) while 229 were granted. Tech issues are still being resolved. S. Powers, P. Jaijairam, G. Cobb, and T. Fisher continue to review them.
4. **College Now Grades:** S. Powers reported that he'd presented the proposal at the 10/29/2020 Senate. No questions were asked at that meeting.
5. **Business Department Law Program, Proposed Changes:** (see agenda) P. Jaijairam was present to review the 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. A vote was held to approve the proposal. The proposal was approved with 16 ayes and one abstention.
6. **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. 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.~~" Discussion ensued. P. Jaijairam noted that some Business classes have students take part one of the final exam on the last day of class so that students could take half of the final exam and then decide to drop the class if they didn't like how they did on it. The last (*italicized*) line was thus deleted. Members voted to approve the amended language for inclusion in the codification (18 aye, 1 nay). S. Powers reminded members of the Pass/No Credit policy that BCC adopted previously and that the policy is worded that students have until the last day to withdraw from classes to request the Pass/No Credit. S. Powers asked members to consider if we thus need to adjust the Pass/No Credit policy to reflect an earlier deadline such as by the

10th week of the semester. W. Rocznik suggested waiting and seeing how the policy works this semester before making any decisions. Also, 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. Members reported their departments were in favor of keeping the deadline as it is.

7. **PLA Policy:** S. Powers noted the next CUNY meeting on the previous learning assessment policy is scheduled for 11/23/2020.
8. **Summer credit limit:** Regarding whether a credit limit should be established for summer courses. Discussion ensued. Those who suggested limits were concerned about students getting in over their head and not doing well if they sign up for too many summer courses. Those who suggested no added limits noted that the data didn't support the concerns that students do worse when they take multiple summer courses as well as the challenges of creating a workable policy. A. Ott suggested we monitor the situation to gather additional data to determine if such a policy is needed.
9. **Valedictorian/Salutatorian:** (see agenda) P. Jaijairam presented the sub-committee's proposed revisions to the policy to address the CR/NC pandemic grading policy from Spring 2020. Discussion ensued. Concern was raised about the COVID NC hurting the student. Members should get feedback from their departments.
10. **Adjournment:** 3:41p.m.

The final meeting of the fall semester is scheduled for December 9, 2020, from 2-4 p.m. 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

Recording: https://us02web.zoom.us/j/84411111111?pwd=MTI0aDZkdXlsd2F1Z0pDdnpqHLN5SRZ_BlgVZ5K5a

Passcode: =xmEw\$1G

COMMITTEE ON ACADEMIC STANDING

November 11, 2020 - 2:00 – 4:00

Topic: CAS 11/11/20

Time: November 11, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: CAS 11.11.20

<https://us02web.zoom.us/j/87476580031>

Meeting ID: 874 7658 0031

AGENDA

1. **Call to Order and Announcements** Steve Powers
2. **Approval of Minutes from 10/28/20** Teresa Fisher
3. **Student Appeals** Cheryl Byrd
4. **College Now Grades**
First presentation to Senate 10/29/20; no questions Steve Powers
5. **Business Department Law Program, Proposed Changes**
Please scroll to the end, last documents Paul Jaijairam
And Nicole Knight
And Howard Clampman
6. **Extension for last day to withdraw from the semester**
(My highlight below) Steve Powers
Alex Ott
Subject: Announcement: Permanent Extension of Deadline to Withdraw from Classes

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. Students wishing to withdraw from any course in which they are registered, may do so at any time after the third week and up until the last day of classes, as listed in the academic calendar, for a particular semester. This precedes final exam week. As a reminder, once a student has taken a final exam, they have completed the course

- 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.*

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.

7. Next PLA Policy Meeting 11/23

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.

8. Summer Credit Limit

Ott/Powers

The proposal for the codification: to limit the number of summer registrations to one per session. Requests for exceptions would be directed to the Office of Academic Affairs

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

9. Valedictorian/Salutatorian

Jaijairam, et al

- Where to include, and how, the Covi9 19 policy (CR/NC) for Spring 2020.
- To address a January graduate (60 or more credits completed for the April Val/Sal selection) and a June graduate (credits in progress) One has an advantage in terms of A+ and the other an advantage in terms of potentially not having a 4.0.

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.

Revision: To modify the selection process used to determine the valedictorian and salutatorian by amending the objective criteria.

<i>Current Policy</i>	<i>Proposed Policy</i>
<p>11.7 Graduation Honors</p> <p>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 shall be responsible for the selection of the valedictorian and salutatorian.</p> <p>b. In making their selections the committee shall follow the following criteria and process:</p> <ol style="list-style-type: none"> 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 	<p>11.7 Graduation Honors</p> <p>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 shall be responsible for the selection of the valedictorian and salutatorian.</p> <p>b. In making their selections the committee shall follow the following criteria and process:</p> <ol style="list-style-type: none"> 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

<i>Current Policy</i>	<i>Proposed Policy</i>
<p>courses taken exclusive of those currently being taken during their terminal Spring semester.</p> <p>iv. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.</p> <p>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*</p> <ul style="list-style-type: none"> 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 <p>*(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.)</p> <p>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.</p> <p>c. Note: In the above paragraphs the term “shall” is construed to be mandatory while the term “may” is construed to be permissive.</p>	<p>currently being taken during their terminal Spring semester.</p> <p>iv. Mid-term grades shall not be used to calculate the cumulative index for the purpose of selecting the valedictorian or salutatorian.</p> <p>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*</p> <ul style="list-style-type: none"> a. number of credits with grade of A+ b. GPA after recalculation that includes all grades earned at all colleges, including F, NC grades and (or other grades) that may have been forgiven by institutional policies c. fewest number of P and CR grades d. fewest number of transfer credits e. number of credits with honors designation <p>*(Note that the above five items—a, b, c, d, e—are sequential and exclusive. That is, 5a shall be considered before 5b. If 5a distinguishes the candidates, no consideration of 5b is permissible, etc.)</p> <p>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.</p> <p>c. Note: In the above paragraphs the term “shall” is construed to be mandatory while the term “may” is construed to be permissive.</p>

Rationale:

This new language now includes the impact of various forgiveness policies in the awarding of the highest honors: valedictorian and salutatorian, to the most deserving candidates.

Fall 2020 Dates: (actual meeting dates in bold)

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

**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.