

BRONX COMMUNITY COLLEGE

of the City University of New York

Committee on Academic Standing

Minutes of December 9, 2020 (web conference [Zoom])

Present (19): Yeury Agüero (Student), Jaheim Archibald (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; 2:50 arrival), Wladyslaw Roczniak (Hist), Vivian Rodriguez (Nurs), Enyuan Shang (Bio), Karen Thomas (Registrar), James Watson (Library)

Present Alternates: Carlos Cruz (CommAS), Ivan Horozov (Math), Edward Lehner (Edu), Anita Rivers (Registrar), James Simpson (Bus)

Guests: Cheryl Byrd (Appeals Agent), Diane Banks (MLT), Jessica Cabrera (ASAP), Nefertiti Cano (Nur), Cynthia S. Espinal (CD), Annette Ortiz (Nur), Alexander Ott (OAA). Helen Papas-Kavalis (Nur), Shanell Rawls (Nur), Manish Sharma (Rad Tech), Grace Tursi-Wenzler (NMT)

Absent/Excused: Nicholas Anuku (Chem), Kenneth Flowers (SGA), Celine Sanders (SGA)

1. **Call to Order:** At 2:03 P.M., meeting called to order by S. Powers. The meeting was recorded starting at 2:12 P.M.
2. **Approval of the November 11, 2020, minutes:** The minutes from 11/11/2020 were approved by the 16 seated members present who were at that meeting. *Y. Agüero and D. Quiros arrived after the vote.*
3. **Student Appeals and Fall sub-committee dates:** C. Byrd reported there have been 868 appeals. 611 were denied (many were duplicates) while 248 were granted. The rest are in review. Tech issues are still being resolved. S. Powers, P. Jaijairam, G. Cobb, and T. Fisher continue to review them.
4. **Report from Senate:** S. Powers reported that he presented the College Now proposal for a second time at the Senate where it was approved. He also presented the Business Department Law Program proposal for the first time. No questions were asked. He will bring the 7.1.1 codification change in response to the revised CUNY policy extending the last day to withdraw from the semester to the 12/10/2020 Senate meeting as an information item: *7.1.1 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.*
5. **COVID Grading Policy:** S. Powers reported that CUNY has decided to continue the spring COVID grading policy for the fall semester, but that schools must choose between options (see agenda). A. Ott reviewed the options for the members and guests. Clarification is still needed if the policy applies in the same way as it did in the spring. For example, the Chancellor's memo in the spring noted that the CR/NC couldn't harm a student so NC grades were not counted as attempts towards a student's progress with respect to financial aid appeals. Discussion ensued. Representatives from Allied Health (NMT, MLT, Nursing, and Rad Tech) expressed concern that the CR/NC does a disservice for students in their programs as the required grades (generally a C+ minimum) demonstrate that a student is ready to move forward to more challenging classes. If students earn a D, under the CR/NC policy, they can change their grade to CR and move forward even though they are not ready for the next

course, clinical internship, and/or licensure exams. Allowing the use of the CR for students in these programs could also harm relationships with internship sites and impact accreditation. It could also quite literally put lives at risk, as graduates from these programs are working in hospitals and clinics. The guests from Allied Health programs reported already seeing students from the spring who took the CR now struggling in their fall courses and internships. One suggestion noted by N. Cano was to allow the Allied Health students to retake classes rather than using the CR/NC to ensure students successfully pass needed program classes. K. Thomas noted that the Registrar's office will support either option, but that CUNY hasn't yet set a date as when to open/close the CR/NC. A final date to opt in of December 30 was recommended in order to not conflict with other Registrar tasks such as running applications for January graduation. An informal poll was held to provide recommendations to the VPs, Deans, and Chairs as to which option is preferred. Members voted: 3 for option 1, 14 for option 2, 1 for option 3, and 1 abstention. S. Powers will present the Committee's recommendations on 12/10/2020 at Senate.

6. **Incomplete Resolution Date:** S. Powers reopened discussion on whether or not the last day to complete an INC should change based on the revised last day to withdraw from a class (see agenda). Members believed we had already decided to leave it at the 10th week rather than the last week of the semester (see the November 11th minutes). Thus, a vote was held. The recommendation to leave the INC date at the 10th week was approved: 15 aye, 3 nay, 1 abstention.
7. **PLA Policy:** S. Powers updated from the CUNY meeting and sub-committee meeting regarding updating/changing the previous learning assessment policy (see agenda).
8. **Valedictorian/Salutatorian:** (see agenda) P. Jaijairam led a continued discussion about the proposed revisions to the policy to address the CR/NC pandemic grading policy from Spring 2020 (and now Fall 2020) as well as January graduation versus June graduation. A vote was held: 13 yay (amended), 2 nay (keep it the same), and 2 abstentions (*alas, two members did not vote or left early*). The proposed revision passed and S. Powers will bring it to the Senate on 12/10/2020.
9. **Adjournment:** 4:01p.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/rec/share/bpwMRREF51vYY4VgnpINosaIJzamuojppAYfZhsr9NKIsyv15IVz-7lxvIMMcbU.ylal-MTASmAXm7cs>

Passcode: *2ZHW=.3

COMMITTEE ON ACADEMIC STANDING

December 9, 2020 - 2:00 – 4:00

Topic: CAS 12/9/20

Time: December 9, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting: CAS 12.09.20

Stephen Powers is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87863334679>

Meeting ID: 878 6333 4679

AGENDA

1. **Call to Order and Announcements** Steve Powers
 2. **Approval of Minutes from 11/11/20** Teresa Fisher
 3. **Student Appeals** Cheryl Byrd
 4. **College Now Grades**
Approved at Senate – Thank you! Steve Powers
 5. **Business Department Law Program, Proposed Changes** Paul Jajjairam
First presentation at senate, no questions – Thank you!
 6. **Extension for last day to withdraw from the semester** Steve Powers
CODIFICATION LANGUAGE:
7.1.1 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.
Just a note that this will go to College Senate as an information item. It is a CUNY Policy
 7. **The Covid Grading Policy continues.....**
Option 1. Allow the use of CR/NC grades for all Fall 2020 courses as in the Spring 2020 term.
Option 2. Allow the use of CR/NC grades for all Fall 2020 courses except those the college designates to be excluded.
Option 3. Do not allow the use of CR/NC grades in Fall 2020 but expand access to the college's existing flexible grading policies using the University's [P/NC grading framework](#).
- So we need a recommendation. We will poll the committee. Members will vote for option 1 or option 2. There will not be a need for a majority opinion as this is not a vote, just a recommendation to VPs, Deans and Chairs. This will be presented to Senate 12/10/20.
8. **CONTINUED DISCUSSION**
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).

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.

9. PLA Policy Meeting 11/23 and Sub-Committee from 12/4/20

Through this policy, the University accepts the following educational principles:

1. Learning occurs both within formal educational settings and outside the classroom. Recognizing all learning as valuable supports diverse pathways to degree attainment.
2. The criteria for evaluation of such learning should take into consideration the educational goals which are identified by the student, as well as institutional and CUNY requirements.
3. Evaluation of prior learning should provide substantive information about the knowledge and competencies, the individual possesses.

To this end, the University's Minimum PLA Credit standards shall be based on the following criteria:

1. The prior learning shall be assessed in accordance with national standards and best practices for college level credit.
2. Prior learning shall be assessed and awarded through challenge exams, standardized testing, the recommendations of nationally recognized non-collegiate credit evaluators and portfolio evaluation.
3. The credits earned through accepted PLA credit methods shall be treated equally in their application towards degrees and use in course equivalencies as that of credit bearing college courses.

4. The PLA Credit granted shall be accepted as transfer credit by all of the CUNY colleges. The college doing the original assessment will evaluate the knowledge, preferably as course equivalents but certainly as general elective credit. Any subsequent college will accept the credits as a transfer course but may convert general elective credit to a course. No college, however, may convert to elective credit a PLA exam or course assessed by another institution as a course equivalent.
5. The knowledge and skills being assessed shall fulfill degree requirements. If the assessment does not apply to unfulfilled general education, major requirements or electives, the college does not have to accept the credits toward the degree. It must fulfill a degree requirement.

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.

10. 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> <ul 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 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 	<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> <ul 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 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

<i>Current Policy</i>	<i>Proposed Policy</i>
<p>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>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: (See you all next year!)

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.