

COMMITTEE ON ACADEMIC STANDARDS

October 25, 2007

MINUTES

Present: Naomi Gross, Chairperson
Susan Forbes
Nancy Grossman
Artie Kopelman
Ronald Sok
Colette Wong

Consultants
Helena Diamant-Glass

The Committee approved the minutes of the October 11, 2007 meeting as read.

CAS Workshop

The Committee discussed the workshops that are held by Helena on the transcript review process. The memo that is sent out to faculty regarding the workshop was revised and will be reviewed at the next scheduled meeting.

Awards

The Committee discussed the academic award procedure. Currently, there is a need to review the process in an effort to clarify the work that is required each semester. Faculty Services will provide the Committee with information on the current process for the Committee's review and recommendations at the next meeting. In addition, it was noted that John Harvard Reid of the Educational Foundation would be invited to the next meeting in an effort to address his office's role in the award process.

CAS Website

The Committee thanked Artie for volunteering to work on the CAS website.

Certification Rosters/D,W,F, and Inc. Forms

Helena reported on the online certification rosters and indicated that there are four:

1. Opening Day
2. Pre-certification
3. Certification
4. Final Grade

Further, midterm warnings will be provided to students via email with copies to the instructors. In addition, Helena advised that the registrar's office is currently working on an electronic process for the completion of D,W,F, and Inc. forms. The form would be part of the online certification roster. The Committee questioned how this process would work and whether it would be possible to have information automatically loaded onto it such as major codes, student names, etc. The Committee reviewed the current form and made some recommendations for revisions. When more information is available on the electronic process, this item will be further discussed.

Plagiarism

There were some concerns regarding plagiarism that were addressed. Members discussed how to handle it and Nancy advised that there is a policy on plagiarism. The Committee questioned whether faculty are aware of it. There was a suggestion that the policy on plagiarism be included in course syllabi. Further recommended was including it under academic advisement. The Committee will look at the current policy. Artie recommended a website on this subject, and will forward it to the members via email.

Respectfully submitted,

Esther Oliveras
Faculty Services