MEMORANDUM

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Codow, Undergraduate Dean's Office
    Mary Pinckney, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, April 6, 1987

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Haynesworth, Kaiser,
            Codow, and Lewis.

The minutes of the March 16, 1987, meeting were accepted as distributed.

NEW BUSINESS:

The ASC took the following actions on the items passed to it by Rew Codow, Interim Dean of Undergraduate Studies. The petition of [redacted] was accepted and passed unanimously. The petition of [redacted] was postponed until the next meeting. The ASC feels that more information is needed on what may have lead to [redacted] misunderstanding of the rule. The materials on academic statistics were presented as information.

The petition of [redacted] was accepted by a unanimous vote, and the request of [redacted] was tabled until a later date.

The next meeting is scheduled for Monday, April 20, 1987 at 2:00 pm.
March 23, 1987

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Mary Pinckney, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, March 16, 1987

Attendees: Jenson, Katuna, Smiley, Morrison, Haynesworth, Sharry,
            Godow, and Lewis.

NEW BUSINESS:

The minutes of the March 2 meeting were accepted as presented. The
ASC then continued to discuss the outlined agenda.

The ASC accepted the memorandum from Abbie Smith the Rew Godow as
information.

After a lengthy discussion about present admissions policies involving
continuing Education, the ASC proceeded to discuss the recommended admissions
policies and practices that would apply to all students. The ASC reviewed
the memorandum from Mike Jenson to the admissions committee, and is presently
awaiting the final revised proposed admission policies before there is
further discussions.

The next scheduled meeting is March 30, 1987 at 2:00 p.m.
March 3, 1987

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Mary Pinckney, SCA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, March 2, 1987

Attendees: Jenson, Katuna, Smiley, Haynesworth, Kaiser, Pinckney,
           Sharry, Saunders, Lindstrom, and Lewis.

NEW BUSINESS:

The ASC agreed to accept Mike Jenson's memorandum of February
25 as minutes of the February 23, 1987 meeting.

Ann Saunders spoke to the ASC concerning students with Learning
disabilities taking Latin. Ann indicated that the number of students
she had seen is increasing, and that many of these L.D. students re-
quire additional help to successfully complete the Language require-
ment. Ann holds a degree in Learning disabilities and was able to
explain some of the aspects which determine diagnosis of Learning
disability.

Bill Lindstrom is in the process of developing guidelines to be
used for L.D. students. However, at this time he has accepted the
motion passed by the ASC at its February 16 meeting.

After a lengthy discussion on the status of L.D. students, the
legal issues, and several other items, one issue surfaced which indi-
dicted that some L.D. students have the ability, but would need ad-
ditional assistance in reaching their educational goals.

The request of [redacted] was accepted and passed unanimously.

The materials from Rew Godow concerning Continuing Education
actions of neglect toward the withdrawal policy was accepted as in-
formation.

The next scheduled meeting is March 16, 1987 at 2:00 p.m.
January 25, 1987

TO: Mike Jenson, Chair, English
    Hugh Haynesworth, Mathematics
    Mike Katuna, Geology
    Charles Kaiser, Psychology
    Andrew Lewis, Physical Education
    Jim Smiley, Biology
    Mary Pinckney, SGA
    Gretchen Sharry, Registrar
    Rew Godow, Undergraduate Dean’s Office
    Michael Finefrock, Speaker, History

FROM: Susan Morrison, Acting Secretary

RE: Minutes of Academic Standards Committee Meeting,
    Second half of meeting—January 19, 1987

ATTENDEES: Jenson, Haynesworth, Katuna, Kaiser, Lewis, Morrison,
            Smiley, Pinckney, Sharry, Godow, Frank Morris

OLD BUSINESS

Following lengthy questioning of Frank Morris, Acting Chair of
the Department of Languages, and further discussion, a motion was made
to retain the present system of allowing exemption from foreign
language courses based on the Language Department placement tests, but
to grant no credit for courses exempted by these tests. The vote was:
5 in favor of the motion, none opposed.

[Redacted], who had previously (May 5, 1986) been approved to
substitute four courses from the German area, petitioned to have two
courses—Elementary German completed at the College of Charleston and
German Literature in Translation taken at Baptist College count toward
fulfilling his language substitution requirements. The request was
approved unanimously, with the stipulation that the Language
Department must approve the "German Literature in Translation" course
for transfer credit.

NEW BUSINESS—GRADE CHANGES

A motion to deny the petition from [Redacted], requesting
that a grade of "I converted to an F" in a physical chemistry tutorial
course taken in spring semester 1985 be changed to a "B" passed by a
vote of 4 to 1.

A request by [Redacted] to change a grade of "I converted
to an F" in History 498: Senior Paper to a C+ was denied unanimously.

The next meeting will be held on February 2, 1987, at 2:00 pm.
The meeting adjourned at 3:55 pm.
MEMORANDUM

TO: Members of the Academic Standards Committee
FROM: Mike Jenson, Chair
RE: Minutes of sorts for February 23 and Agenda for Meeting March 2

Enclosed is a copy of the memo I sent Don Burkhard after our discussions Monday February 23 which I propose serve also as our minutes since we had no designated secretary at that meeting.

Our agenda for

Monday March 2, 1987
2 PM
Maybank Room

to date only includes a request by Anne Saunders, Latin teacher who also has a degree in learning disabilities or special education, to tell us some of her experiences and concerns with students requesting or demanding exemption from foreign language courses and also experiences with students denied exemption and enrolled in her Latin classes.

If you have other material on this issue of Learning Disabilities, please bring it.
MEMORANDUM

TO: Don Burkhard, Admissions
FROM: Mike Jenson, Chair Academic Standards Committee
RE: Discussions February 23, 1987 regarding the awarding of scholarships

February 25, 1987

The consensus of the Committee on Academic Standards, Admissions and Financial Aid included the following points:

1) The committee strongly resists efforts to convert scholarship funds into financial aid funds, awarding these funds on the basis of need.

   Scholarships and Financial Aid should be two separate funds with two separate criteria for awarding these funds.

2) Awards for Presidential Scholars and for the Harrison Randolph Scholars should be announced as soon as possible in accordance with the list examined by the Committee.

3) Regarding the College of Charleston scholarships, by no means should in-state students be penalized in favor of out-of-state students. The committee feels very strongly that scholarship standards as established in the past based on class rank, SAT scores and predicted Grade Point Average should be adhered to for all awards and no special considerations made just because an applicant is from out of state.

You may wish to investigate further the possibility of reducing the out-of-state tuition abatement so that the College does not lose as much money on out-of-state scholarships. We would support your suggestion of one-half the present abatement.
February 17, 1987

TO: Mike Jensen, Chair, English  
    Mike Katuna, Geology  
    Jim Smiley, Biology  
    Susan Morrison, Biology  
    Hugh Haynesworth, Math  
    Charles Kaiser, Psychology  
    Gretchen Sharry, Registrar  
    Michael Finefrock, Speaker, History  
    Rew Godow, Undergraduate Dean's Office  
    Mary Pinckney, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, February 16, 1987

ATTENDEES: Jensen, Katuna, Smiley, Morrison, Haynesworth, Kaiser, Sharry, Godow and Lewis.

OLD BUSINESS:

The correction of the January 8, 1987 minutes was accepted as printed in the old business section of the February 2, 1987 minutes.

NEW BUSINESS:

The petition of [redacted] was accepted and passed by unanimous vote. However, the motion states that the specific 16 hours to be transferred must be outlined by Dr. Smiley and presented to Donald Burkard, Dean of Admissions.

The petition of [redacted] is still pending.

The Continuing Education policy is still under review. Gretchen discussed several concerns that existed with the present policy. However, many of the issues are long standing and will take some time to resolve. Rew Godow reported on steps that are presently being taken by the Scholarship Committee. Donald Burkard will be invited to a meeting scheduled for February 23rd to discuss the standards used in awarding scholarships.

The following motion by Charles Kaiser passed by unanimous vote:

The Committee on Academic Standards, Admission and Financial Assistance recognizes Section 504 of the Federal guidelines that recognizes learning disability as a handicapping condition. Our Committee specifically requires that an individual petitioning this Committee present documented evidence of diagnosed learning disability in the form of a professional evaluation conducted by a licensed School Psychologist (Level 2 or above). If questions of validity arise concerning the assessment, the Committee may require further assessment by a licensed Clinical Psychologist.

The next scheduled meeting is March 2, 1987 at 2:00 p.m.
February 10, 1987

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Mathematics
    Charles Kaiser, Psychology
    Grethen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Mary Pinckney, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, February 2, 1987

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Kaiser Pinckney, Godow, and Lewis

Old Business:

The minutes from the January 8, 1987 meeting were amended to read as follows. "Charles Kaiser made a follow-up report on the credentials of the psychologist that performed the second evaluation on Mr. Terry Price. Mr. Price is not a licensed school psychologist. However, the committee accepts the petition as presented."

New Business:

The committee's chairperson was asked to draft a letter to all faculty explaining the ASC's position on incomplete grades.

Susan Morrison presented, as information, a proposal that involves a dual degree (3+2) program with MUSC in the Allied Health Sciences. The proposal is presently being reviewed by the curriculum committee, however, the ASC would like to go on record as unanimously endorsing this proposal.

The admissions policy for continuing education is presently under review by a task force committee. The task force is charged with rewriting the policy, and the ASC would like to review the new policy before full implementation.

The request of involving courses to be taken at North Carolina State University was tabled, pending completion of four incompletes received during Fall 1986.

The petition of was denied by a unanimous vote.

The next meeting is scheduled for Monday February 16, 1987 at 2:00 p.m.
December 16, 1986

TO: Mike Jenson, Chair, English
Mike Katuna, Geology
Jim Smiley, Biology
Susan Morrison, Biology
Hugh Haynesworth, Math
Charles Kaiser, Psychology
Gretchen Sharry, Registrar
Michael Finefrock, Speaker, History
Rew Godow, Undergraduate Dean's Office
Cindy Hope, SGA
Donal Burkard, Dean of Admissions

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, December 17, 1986

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Haynesworth, Kaiser, Sharry, Hope, Godow, Burkard, and Lewis

Grade Change:

The ASC reviewed the additional materials provided by Professor Richardson concerning [redacted] request. The request of [redacted] passed unanimously.

Old Business:

[redacted] provided the additional information requested concerning an evaluation of his learning disorder. [redacted] and a representative from the S.C. Protection and Advocacy Committee presented his case for alternative course work in order to satisfy his foreign language requirement. The petition passed unanimously based on the following motions:

1. The evaluation results presented and reviewed for ASC discussion are those of a S.C. psychologist.

2. [redacted] would take 9 hours (3 course) from the list provided by Uralia Preble-Niemi, Memorandum dated July 9, 1986. However, due to a lack of course offering during the 1987 spring semester, the Language Department is requested to provide an additional list of courses for ASC review.

New Business:

Donald Burkard, Dean of Admissions presented a request on behalf of [redacted]. The request involved transfer eligibility while scholastically dropped from Embry-Riddle. The motion was to accept [redacted] as a non-degree student for Spring 1987. The conditions are such that, if [redacted] makes a grade of "C" or better in all course work, the non-degree status will be removed and he will be allowed to continue as a degree seeking student. However, Dean Burkard is to report [redacted] results to the ASC at the end of the 1987 spring semester. The motion passed unanimously.

Gretchen R. Sharry, Registrar, presented four additional candidates for graduation. It was passed unanimously.
MEMORANDUM

TO: Members of Academic Standards Committee
FROM: Mike Jenson, Chair
RE: Meeting Tuesday November 25
     12:15
     Maybank Room

AGENDA:

Minutes of previous meetings

Any necessary actions or procedures from last meeting

Photocopies sent out for last meeting!

Memo from [redacted] concerning first day of classes ignore

Petition of [redacted] to change his grades for Fall 1984 from F’s to W’s denied

New Materials enclosed:

Grade change for [redacted]

Petition from [redacted] for waiver of 6 hour credit in foreign language

"Warning" of things to come concerning [redacted] petition for substitute courses for the foreign language requirement.
December 9, 1986

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Cindy Hope, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, Nov. 25, 1986

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Kaiser, Sharry, Hope, Lewis.

The meeting opened with a discussion of a request that assignments be posted the first week of classes. The ASC took no official action on the request. However, a motion was made to wait until the new Drop/Add dates were attempted. The motion passed unanimously.

The request of [illegible] was denied. The vote was 5 in favor and 2 abstentions.

The request of [illegible] was delayed pending the request for additional materials.

The request of [illegible] was denied unanimously. However, the following recommendation was made:

[illegible] to contact the Language Department as to how he can complete the one year of German needed through the intermediate level. The ASC would review the Language Department and then pass along its decision. The recommendation passed unanimously.
TO: Mike Jenson, Chair, English  
Mike Katuna, Geology  
Jim Smiley, Biology  
Susan Morrison, Biology  
Hugh Haynesworth, Math  
Charles Kaiser, Psychology  
Andrew Lewis, Physical Education/Health  
Cretchen Sharry, Registrar  
Michael Finefrock, Speaker, History  
Rew Godow, Undergraduate Dean's Office  
Cindy Hope, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, November 11, 1986

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Haynesworth, Kaiser, Sharry, Godow, Hope, and Lewis.

Dr. Frank Morris, Chairman of the Languages Department attended our meeting to discuss their present policy concerning credit hours given for advance placement. Dr. Morris explained the various type test used, and indicated that the number of students involved are minimal.

Following presentation of the Language Department policy by Dr. Frank Morris, the following motion was offered by Dr. Michael Katuna:

The Academic Standards Committee will review the Language Department's policy of granting credit hours to students whose placement test scores indicate proficiency above the 101 level. Following review, a recommendation will be presented to the College faculty for approval.

The motion was seconded and following discussion was passed by voice vote.

Smiley then moved that the language department by requested to suspend their policy until it had faculty approval. Seconded and passed by voice vote.
MEMORANDUM

TO: Michael Jenson, Chair, English
     Mike Katuna, Geology
     Jim Smiley, Biology
     Susan Morrison, Biology
     Hugh Haynesworth, Math
     Charles Kaiser, Psychology
     Andrew Lewis, Physical Education/Health
     Gretchen Sharry, Registrar
     Michael Finefrock, Speaker, History
     Rew Godow, Undergraduate Dean's Office
     Cindy Hope, SGA

FROM: Michael P. Katuna, Acting Secretary

SUBJECT Minutes of Academic Standards Committee
      October 21, 1986

Attendees: Jenson, Katuna, Smiley, Haynesworth, Kaiser, Sharry, Godow and Hope

The minutes of the October 14th meeting were corrected as follows:

"The ASC has agreed to review grade results of students who have
taken EDU 001 to see what effect the grades earned had on
provisional student's GPR."

Minimum Scholastic Standard: The Dean's recommendations concerning a change
in the regulations concerning scholastic attainment were not approved by the
committee.

Godow agreed to see if every probationary students record could be reviewed
after completion of 15 credit hours whenever it occurred (e.g. Spring, Summer,
Maymester, etc.).

Withdrawal after drop date: Godow reported that there were very few students
who have requested withdrawals after the drop date due to new "get tough
policy".

Godow also agreed at the request of the A.S.C. to revise the form used for
petitioning to drop a course after the drop date.

The next meeting of the committee will be Tuesday, November 11th at 12:15 in
the Maybank Room.

ten
October 20, 1986

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Simley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Andrew Lewis, Physical Education/Health
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Cindy Hope, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, Oct. 14, 1986

ATTENDEES: Jenson, Katuna, Simley, Morrison, Haynesworth, Kaiser, Sharry, Godow, Hope, and Lewis

Fall (and Spring) Option Program: The meeting open with Godow's Memo on the option program. After a brief discussion the following motions were proposed:

Students listed as Fall Option, are to have their GPR computations based on all courses attempted (Edu. 001 included) for continuation. Also, the students must have completed 12 hours and have a 2.0 overall GPR for Fall 1986.

The motion passed unanimously.

MOTION: The ASC is to review the contract letter that is sent to Spring Option students before it is mailed.

The motion passed with a vote of 7 in favor and 1 abstention.

MOTION: The ASC is to review materials used to plan Edu. 001 to see what if any effect it has on option students GPR's

The motion passed with a vote of 7 in favor and 1 abstention.

MOTION: Rew Godow is to draft a letter covering the Three Year Option Program. The letter should explain the program and its contents are to be considered for placement into the Undergraduate Bulletin.

The motion passed unanimously.

All other actions were deferred to our next meeting on Tuesday, October 21, 1986 at 12:15 p.m. in the Maybank room.
October 6, 1986

TO: Mike Jenson, Chair, English
    Mike Katuna, Geology
    Jim Simley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Charles Kaiser, Psychology
    Andrew Lewis, Physical Education/Health
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Rew Godow, Undergraduate Dean's Office
    Cindy Hope, SGA

FROM: Andrew H. Lewis, Secretary

SUB: Minutes of Academic Standards Committee, Sept. 30, 1986

ATTENDEES: Jenson, Katuna, Smiley, Morrison, Haynesworth, Kaiser, Sharry,
            Godow, Hope, and Lewis.

Minutes Corrections: The statement should have read "Griggs will pass on only
appeals by students." Correction accepted as revised. Also, Rew Godow
requested that he receive the minutes that are sent to the Undergraduate
Dean's Office. Mike Jenson is to be sent two copies of the minutes in the
future.

SGA Representation: The SGA sent two persons, however, only one will have
voting power. The student representative is Cindy Hope.

Change of Grades: The following actions were taken:
and requests passed unanimously. The
requests of passed with the vote of 8 in favor and 1 abstention.
A motion was made to allow the Undergraduate Dean (Rew Godow) to
make rulings on requests of grade changes that involved the following:
- If grade changes were submitted within a proper time frame (within
  4 semesters of requested change)
- If the work had been completed within the 60 day time limit
- If the error was caused by the faculty member
In addition, all rulings made by the Undergraduate Dean are to be
reviewed by the ASC at the end of each semester. The motion passed
unanimously.

Other Actions: The request of was returned to the Undergraduate
Dean's Office. The vote was unanimous.

There was a motion to have one long (2-3 hour) meeting. The motion did not
get a second.

The request of passed with a vote of 5 in favor and 2 abstentions.

The request of passed unanimously. Rew Godow informed the
committee that the petition of had been returned requesting
additional information. All other actions were deferred to our next meeting
on Tuesday, Oct. 7th at 12:15 p.m. in the Maybank Room.
September 22, 1986

To: Mike Jenson, Chair English  
Mike Katuna, Geology  
Jim Smiley, Biology  
Susan Morrison, Biology  
Hugh Haynesworth, Math  
Charles Kaiser, Psychology  
Andrew Lewis, Physical Education and Health  
Gretchen Sharry, Registrar  
Michael Finefrock, Speaker, History  
Bill Lindstrom, Undergraduate Dean's Office

From: Andrew H. Lewis, Secretary  

Subject: Minutes of Academic Standards Committee, September 16, 1986  

Attendees: Jenson, Katuna, Smiley, Morrison, Haynesworth, Kaiser, Sharry, Godow, and Griggs

Mr. Donald Criggs, Director of Financial Aid, explained the process of reviewing students that in some way had not maintained the requirements for financial assistance. Donald informed the committee that there is competition for some funds; however, the Pell Grant is not competitive. He also indicated that the present review process ask students to make a written request, and that to date all requests are forwarded to the committee with his recommendation.

Jim Smiley made a motion that would seek to alter the present process. The motion:

Donald Criggs is to review each written request for continuous Financial Aid. Mr. Criggs would then pass on to the committee only requests he felt appropriate. In addition, he would also forward written recommendations for each. The motion passed unanimously.

Donald Criggs requested that the committee develop some guidelines to govern the review process for continuous financial aid, when stated requirements are not met.

The petition or passed unanimously. However, a condition to this vote is that, must have a 3.2 GPR for the Fall Semester, and an overall 3.2 GPR by the end of Spring 1987.

All other actions were deferred to our next meeting on Friday, September 30 at 12:15 p.m.
September 10, 1986

TO: Mike Jenson, Chair, English Department
    Mike Katuna, Geology
    Jim Smiley, Biology
    Susan Morrison, Biology
    Hugh Haynesworth, Math
    Andrew Lewis, Undergraduate Dean's Office
    Charles Kaiser, Psychology
    Gretchen Sharry, Registrar
    Michael Finefrock, Speaker, History
    Bill Lindstrom, Admissions Office

FROM: Michael P. Katuna, Acting Secretary

SUBJECT: Minutes of Academic Standards Committee, September 9, 1986

Attendees: Jenson, Smiley, Morrison, Katuna, Haynesworth, Lindstrom, Sharry and Lewis

The committee voted (3-2) to deny the continuation of [redacted] presidential scholarship.

We will request Donald Griggs to attend the next Academic Standards Committee meeting to provide information concerning decisions for awarding and continuation of financial aid to students.

[redacted] petition to extend her financial aid was approved by the committee (5-0).

The committee voted to delay action on [redacted] petition until further information can be received from the Dean's office.

[redacted] request was remanded to the Biology Department for their decision (4-1-1) concerning her request.

The committee approved (unanimously) an extension of [redacted] financial aid based on the conditions outlined by Donald Griggs.

All other actions was deferred to our next meeting on Tuesday, September 16th at 12:15.