Minutes
Committee on Academic Standards, Admission and Financial Aid
June 22, 1993

Members in attendance: Marsh Haas, Lindsey Packard, Bill Lindstrom, Bill Anderson, Kitty McIntosh, Von Bakanic.

I. Call to Order at 3:05 pm. by Marsha Hass, chairperson

II. New Business:
   A. Student Petitions
      1. [Redacted] petitions to have a C- and "s" grade from Gettysburg College transfer for credit at College of Charleston. The C- was calculated as a 1.67 GP and the "s" indicated a minimum of 1.67 GP. [Redacted] addressed the committee and stated her case.
         a. Bakanic moved to deny the request. Lindsey seconded.
         b. Motion passed. Request denied.
      2. [Redacted] petitions to take senior year abroad in Cantona, Italy.
         a. McIntosh moved to approve. Lindsey seconds.
         b. Motion passed. Request Approved.
      3. [Redacted] petitions to take senior year abroad in Nice, France
         a. [Redacted] proposes taking 15 of her last 37 hours abroad. She was enrolled in summer courses and should have 82 hours by fall. Her GPA was 2.95 at the end of spring 93 semester.
         b. Decision tabled pending more information about what she is taking and plans to take when she returns from France.
      4. [Redacted] petitions to take senior year abroad in Rome, Italy.
         a. Tabled pending clarification about whether she plans to return to finish her senior year.
      5. [Redacted] petitions to substitute a course on "Contemporary Australia" for his final language requirement. [Redacted] has a documented learning disability and to transfer 4 psychology courses and a financial management course.
         a. Motion to approved every course except BADA 303 Financial Management.
         b. Motion passed. Request with the exception of BADA 303 approved.
      6. [Redacted] petitions for transfer status so that she can graduate with honors. Spring 93 grades
indicate she no longer has a high enough GPA to qualify.
   a. Bakanic moves to deny with a letter explaining the committee reasons. Lindsey seconds.
   b. Motion passed. Request denied.

7. [Redacted] petitions to take senior year abroad in Uruguay.
   a. Petition had already been approved.

8. [Redacted] petition is still pending information from the course instructor (see minutes 4/22/93).

B. Dean Lindstrom addressed the committee with three concerns.
   1. The appropriate use of I and IP grades - The current policy on Incomplete grades limits the student to a number of days to complete the course work, but some education course require student teaching that extends beyond the College of Charleston semester schedule. The grade of IP (Incomplete in Progress) should be used for such courses.

   2. Transfer credit catalog changes - Currently the catalog states that student can not receive transfer credit until they have completed courses and are in good standing with C of C. Dean Lindstrom wishes to accept transfer credit without reservation. He requests the committee take his recommendation to the senate with the appropriate pages and changes.

   3. Developing a policy for reasonable accommodation for learning disabled students - Dean Lindstrom provided the members with a memorandum requesting the policy along with information on Learning Disabilities and the SNAP program.

III. Meeting Adjourned 4:30.
Minutes
Committee on Academic Standards, Admission and Financial Aid
April 22, 1993

Members in attendance: Mary Blake, Marsha Hass, Lindsey Packard, Paige Wisotzka, Jake Halford, Bill Lindstrom, Bill Anderson, Kitty McIntosh, Von Bakanic.

I. Call to Order at 1:15 pm. by Mary Blake out going Chairperson
   A. Blake welcomes new members and makes introductions.
   B. Bakanic volunteered as temporary secretary.

II. New Business:
   A. Election of New Officers:
      1. Chairperson: Marsha Hass nominated and elected by
         acclamation.
      2. Secretary: Bakanic shanghaied and elected by
         acclamation.
   
   B. Charge to the Committee:
      1. Uphold Academic Standards.
      2. Carry out Faculty set directives.
         a. Hear student petitions.
         b. Suggest changes in policy and present
         recommendation to the Faculty.
   
   C. Chairperson position transferred to Marsha Hass:
      Professor Hass requests that each committee member turn
      in summer and fall schedules, phone numbers and addresses so that
      she can schedule meetings efficiently.

III. Old Business:
   A. Review of __petition:
      Dean Lindstrom briefly described the history of the case and
      provided a copy of __transcript. After reviewing __letter, the committee assumed that __is
      requesting removal of Bio 112 Summer 1992 and the request to drop
      Bio 111 is a typo. It was the consensus of the committee that
      more information be requested from Dr. Smiley, head of the
      Biology Department. Specifically, the committee requests the
      name of the instructor and his/her account of the situation.
      Action was delayed pending further information.
   
   B. Transfer Credit Acceptance Policy:
      1. Suggestions to change the Transfer Credit Policy were
         tabled until the new members have had a chance to review the old
         policy and suggested changes.
      2. Registrar Bill Anderson requests that his office be
allowed to institute the proposed transfer credit changes for this summer. He explained that it would make it easier to keep records on new transfers and facilitate registration for incoming transfers. He assured the committee that should the Faculty Senate fail to approve the proposed changes, his office would remove the credits. A discussion followed about the impact of transfer credit on GPA verses the impact of Consortium credit.

a. Paige Wisotzka presented a motion to temporarily allow the Registrar's office to institute the new policy pending final Faculty Senate approval. It was seconded and passed unanimously.

b. Several committee members questioned whether we needed to inform the Faculty or if the committee's recommendation could go straight to Dean Lindstrom's office. Dean Lindstrom said he would confer with the Speaker of the Faculty about proper procedure.

III. Meeting Adjourned 2:35 pm

Respectfully Submitted,

Von Bakanic
The College of Charleston
Committee on Academic Standards, Admissions, and Financial Assistance
Minutes of the Meeting of March 4, 1993

Members Present: Mary Blake (Education), Chair; Paige Wisotzka (Languages); George Hopkins (History); Rohn England (Mathematics); Bill Kubinec (Physics); plus Bill Lindstrom (Dean of Undergraduate Studies); Bill Anderson (Registrar); and Michael Pincus (Languages)

The meeting was called to order at 3:30 p.m.

The minutes for 1/21/93 were approved with minor changes.

The Committee considered [redacted] petition to be granted 12 credits for her study of American Sign Language at Mt. San Antonio College. Michael Pincus, Chair of the Languages Department spoke in favor of the petition stating that a complete program in American Sign Language includes cultural studies, grammar, and communication skills. In his opinion American Sign Language constitutes a complete foreign language and any student completing the full program should receive full credit toward their language requirement. The Committee asked Prof. Pincus how American Sign Language differed from computer languages such as Pascal or LISP. Prof. Pincus replied that Pascal or LISP were not cultural languages. Mary Blake suggested that since a petition like this is a rare occurrence at the College the Committee should make decisions on an individual basis and not make a change in the Bulletin. Following further discussion George Hopkins moved that the Chair draft a memo to the Committee approving [redacted] petition and documenting the Committee's understanding of the issue; and the Chair draft a memo to the chair of the Languages Department. The motion was seconded and passed.

The Committee considered [redacted] request to have several courses at Flinders University in Australia approved for credit at the College. Following some discussion a motion was made to approve only one course, Colonial Australia, for credit to complete the SNAP program. The motion was seconded and passed.

The Committee considered [redacted] request to participate in this May's graduation ceremony before completing the degree requirements. Affected by the life-threatening illness of a younger sister, [redacted] failed a course and will miss meeting the degree requirements by one class. Although the Committee felt that approval of the request would be in the best interests of the College, the student and his family, the Faculty's record of vehement opposition to students participating in the graduation ceremony without completing the degree requirements compelled the Committee to regretfully deny the request.

The Committee considered [redacted] request to take 12 of the last 36 hours abroad. Bill Kubinec moved to approve the request. The motion was seconded and passed.

The Committee considered [redacted] request. It was moved to approve the request pending approval of the Chemistry Department Chair. The motion was seconded and passed.

The Committee considered [redacted] petition for transfer status. After some discussion it was moved to deny the request. The motion was seconded and passed.
The Committee considered a petition for one hour credit toward the MDR for humanities from the MUSC 150 course. It was moved to approve the petition. The motion was seconded and passed.

The Committee considered changes to the "Alternatives to Language Study" as recommended by Bill Lindstrom. After some discussion it was moved to approve the revisions. The motion was seconded and passed.

The Committee discussed a memo from Clark Reynolds, Chair, History Dept. concerning a perceived inequitable distribution of SNAP and LD students among the faculty. Prof. Reynolds asks if it is possible to set a limit on the number of SNAP/LD students assigned to a section or an instructor. Bill Lindstrom said that he is working with Sandy Powers and others to determine how SNAP/LD students can be integrated into the classroom without presenting an extreme burden on the instructor. The Committee agreed that this issue merits further consideration.

The Committee considered a proposal from Bill Anderson concerning the transfer credit acceptance policy. The proposal was that all credit earned at other institutions deemed acceptable by the College Faculty will be processed and applied to the students record upon receipt of the official transcript from the originating institution. It was moved to approve the proposal. The motion was seconded and passed.

For its information, Bill Anderson distributed to the Committee the Transfer Credit Policies for International Education Systems as drafted by the Task Force on Transfer Credit from International Systems.

The meeting adjourned at 5:05.

Respectfully submitted,

David Frankfurter
(Religious Studies)
Minutes
Committee on Academic Standards, Admission and Financial Aid
February 28, 1993


1. The meeting was called to order at 2:40 p.m. In the absence of Bakanic, the Secretary, Packer agreed to keep minutes.

2. New Business

(a) Student Petitions

- [Redacted] a SNAP student, petitioned to have 2 study-abroad courses (CLAS 290.T01 and CLAS 290.T02, in Greece) approved as language alternatives.
  - Lott moved to approve.
  - McIntosh seconded.
  - Approved.

- [Redacted] an international student, petitioned for transfer credit for High-school Russian language classes. Hass suggested that he test out of Russian 101-202, as provided for under present rules. Wisotzka noted that all he need do was take the placement test to get credit for these classes. Wisotzka agreed to convey this information to [Redacted].

- [Redacted] petitioned to take 12 of his last 37 hours at University College or King’s College, London.
  - Wisotzka moved to approve.
  - Lott seconded.
  - Approved.

(b) For information only, Dean Lindstrom submitted a copy of a letter from him to [Redacted] regarding a request for grade changes.

(c) Prof. Beth Harrison (English) petitioned for approval of WS 300 (Across Cultures—Twentieth Century Women’s Autobiographies) as a SNAP class. Dean Lindstrom explained that he was submitting this petition to the Academic Standards Committee since the course focused on more than one culture rather than the one, as usual for SNAP language alternatives. In response to Lott’s enquiry, Lindstrom affirmed that there was a shortage of alternative classes. Wisotzka moved approval, with the condition that SNAP students choose a non-North-American author as their additional author (as required in the course syllabus). McIntosh seconded. Approved.

(d) Hass submitted a proposal from Prof. Lou Burnett (Chair, Biology) to require a C or better in BIOL 111-112 as a prerequisite for upper division biology courses. This proposal had been submitted to the Curriculum Committee which had shirked its duty by referring this to Academic Standards on the grounds that this is not a curricular matter. Hass demurred at this judgement. Lindstrom agreed with Hass. Hass also pointed out that the proposal would exclude from upper division biology classes a student with a D in BIOL 111 and an A in BIOL 112. The proposal was referred to the Biology Department for reworking.
3. Old Business

(a) Hass circulated a revised proposal on study abroad and the 7/37 rule. Minor revisions, to clarify the intent of the proposal, had been made in response to phone conversations with Speaker Mann and other concerned faculty. (This proposal, with one further minor amendment, was subsequently approved by the senate.)

4. The meeting adjourned at 3:30 p.m.
THE COLLEGE OF CHARLESTON
Committee on Academic Standards, Admissions,
and Financial Assistance
Minutes of the Meeting of January 21, 1993

Members Present: Mary Blake (Education), Chair, Paige Wisotzka (Languages), George Hopkins (History), Rohn England (Mathematics), Marsha Hass (BADM), David Frankfurter (Religious Studies), Secretary, plus Bill Lindstrom (Dean of Students).

The meeting was called to order at 3:30 PM.

Minutes for 12/3/92 were approved with minor changes.

The Committee considered a request for a waiver of three of the required hours in humanities because of misadvising (re: ENGL 104). By longstanding principle, the request was formally denied.

Discussion ensued about adding a statement to the College Bulletin making it explicit that circumstances of misadvising do not allow the waiver of requirements. The Committee makes a formal recommendation that a statement be placed in the Bulletin stating that it is ultimately the student's responsibility to meet all degree requirements.

The Committee considered a request to have placement credit earned at Coastal Carolina College transferred as credit to the College of Charleston. Her request was denied.

The Committee considered memos from Steve Gibson and Leila Thomas of the College Skills Lab re: English proficiency of foreign students at the College of Charleston. Both attested to a situation where the standard English proficiency tests--TOEFL and Nelson-Denny--were not sufficient for screening out incapable students. Mary Blake will contact Gibson and Joyce Bylander about how to proceed toward changing admissions standards for non-English-speaking students.

Mary Blake's memo to Michael Pincus expressing the Committee's endorsement of study abroad for language students was accepted.

Bill Lindstrom reported that the process of getting listed as Learning Disabled is being revised, and that the Committee will henceforth hear only final appeals.

The Committee considered Klaus DeAlbuquerque's memo to Bill Anderson about extending time between the last final exam and the deadline for grades. The short time puts an unnecessary strain on professors with late exams, and has implications for the type and quality of examinations given. Bill Lindstrom explained that, in order to get dismissal notices out to failing students before they return his office must have the grades immediately. Any extension forward of the grade deadline would require that dismissal notices only be sent at the end of the year. Furthermore, if an extension of the grading deadline is granted for the spring it will become impossible to make sure that only graduating seniors participate in the ceremony, a principle that the faculty themselves voted to maintain last year. Discussion
ensued on how to serve both the instructors' needs and the monitoring of students. Mary will draft a proposal to the faculty to reconsider the vote for only graduating seniors in the ceremony on the basis that without this stipulation faculty would gain more time to grade finals. If asked how much of an extension the faculty would receive we would state this is unspecified, but cannot be even pursued without the faculty's permission to allow non-graduating seniors in the ceremony.

The meeting adjourned at 5:00.

Respectfully submitted,

David Frankfurter
Religious Studies
THE COLLEGE OF CHARLESTON
Committee on Academic Standards, Admissions, and Financial Assistance
Minutes of the Meeting of December 3, 1992

Members Present: Mary Blake (Education), Chair, Paige Wisotzka (Languages), George Hopkins (History), Rohn England (Mathematics), Marsha Hass (BADM), Bill Kubinec (Physics), David Frankfurter (Religious Studies), Secretary, plus Bill Lindstrom (Dean of Students) and Bill Anderson (Registrar).

The meeting was called to order at 3:30 PM.

Minutes for 11/12/92 were approved.

The Committee considered [redacted] request to have ENGL 214 count as a Humanities credit in the hope of graduating in Spring/93. An accompanying note from Richard Crosby (Comp. Sci.) attested that [redacted] had in fact been mis-advised that this course would count as such. Dean Lindstrom informed the Committee that instances of mis-advising are often brought to his office at the last minute, that they customarily make allowances in the student's favor in these cases, but that in cases where time remains for the student to make up for the mis-advising the Dean of Students office goes "by the book": that is, students are ultimately responsible for fulfilling their own credits and distribution. The Committee further noted that [redacted] major GPA would prevent him from graduating this May; Marsha Hass informed the Committee that his anticipated load of three 300-level BADM courses had been denied by BADM. Thus he would have to take at least one more semester after spring/93. It was moved, seconded, and voted to deny [redacted] petition.

The Committee considered [redacted] request to take BIOL 102 and lab course BIOL 112L at Trident Technical College in Spring/93, even though they are being offered concurrently at the College of Charleston. Dean Lindstrom informed the Committee that the agreement of the local consortium of colleges is that such credits can be taken outside of the "home" college only if the course is not given the same semester as the course at the "home" college; however, exceptions are occasionally made. The Committee moved, seconded, and voted to approve [redacted] to take the listed Biology courses at Trident. Her provisional request to take also PHIL 105 and 215 at Trident were not included in this approval.

In the similar case of [redacted] requesting to take 9 hours of night courses at Trident because she was unable to take the College's day offerings of the same courses, Dean Lindstrom had already signed to approve her request. He informed the Committee that the approval forms for such exchanges among the consortium colleges will soon be extended to provide the option of credits transferring to the College of Charleston without the grades.

The Committee considered [redacted] request to take her last 9 hours of courses at Washington University in St. Louis due to financial hardship. With full approval of her department head (POSC) and so few hours over the established limit, it was moved, seconded, and voted to approve her request.
The Committee decided to defer the request to have credits from another semester at Lancaster University (UK) transfer to the College of Charleston. Mary Blake will consult with the student's department chair, Nan Morrison, on the merits of extending her stay in England.

The Committee considered the request to take the last 15 hours of her degree at the University of Florida at Gainesville. Given the dramatically exceptional nature of her case, the Committee moved, seconded, and voted to approve her request.

The Committee considered the request to have 12 of his last 37 hours transfer from the Stetson University program in Madrid. It was noted that, since he would be returning to the College of Charleston afterwards, the actual hours transferred would be 10. It was furthermore noted that the courses in Madrid consisted of upper-level language courses for his major. The Committee moved, seconded, and voted to approve the request.

The Committee considered the request to receive credit for basic-level courses in German even though her childhood and young-adulthood were spent in Germany, thus making her a native speaker of the language. Accompanying her request was a note from Michael Pincus (Chair, Languages) suggesting that if credits for German are accepted he would have to delete placement credits for Spanish, which she had learned while living in Argentina: "One or the other is, logically, her 'native' language, for which credits should not be awarded." The Committee moved, seconded, and voted to deny the request for extra language credits.

The Committee considered a draft of a memo on behalf of the Committee to Jack Parson and Michael Pincus regarding their "Double-Dipping" complaint. It was approved with the suggestion that the wording in the second paragraph describing the Committee's own conclusions re: their complaint be made stronger. A letter from Howard Rudd (BADM) was also received regarding their Blake's original memo to department chairs, again suggesting that this was a departmental issue.

Mary Blake reported that, in conversation, Sue Sommer-Kress implied that the ConAP Program would probably be established regardless of Committee investigation.

A letter from Michael Pincus (Languages) requested special consideration for Language majors studying abroad when the Committee received appeals of the "7 out of last 37 hours" rule. In agreement with the substance of the request, the Committee discussed several ways of establishing separate routes for Language majors, such as a special form to demonstrate language proficiency or a faculty-approved amendment to the "7 out of last 37 hours" rule making exceptions for Language majors. In the first case, the Committee agreed that Pincus' signature on the request form guaranteed the student's proficiency; in the second case, the Committee agreed that keeping such standard policies within the Committee's purview maintains the flexibility of the Committee. The Committee endorsed a memo to Michael Pincus.
indicating its general agreement with his proposal and its informal policy of approving any foreign language study in the last year if he signs the requests.

The meeting adjourned at 5:00.

Respectfully submitted,

[Signature]

David Frankfurter
Religious Studies