Academic Standards Council
Friday, 21 October 2022, 2:00-4:00 p.m.
HyFlex Meeting: Room 102 (Administration Building) and Zoom
Official Minutes

Attendance: Tim Leishman, Ruiling Guo, Susan Belliston, Tiffany Mitchell, Joann Trimmer, Aaron Todd, Hala Abou Arraj, John Fitzpatrick, Curt Whitaker, Carrie Bottenberg, Jen Adams

Recording Admin: Ann Medinger

1) ISU Attendance Policy
ASC reviewed a suggested revision to ISU attendance policy, drafted by Curt Whitaker and Joann Trimmer. The added language allows students who participate in online components of a course during the first week of classes to remain enrolled in the course rather than be dropped.

     a) Suggested New Policy: "Students are expected to attend all meetings of classes in which they are registered. During the first week of class, those students who do not attend any sessions of a class and do not participate in any online activities associated with it may be dropped from the class by the instructor if they have not made prior arrangements with that instructor. In the case of online courses that lack an in-person component, students may be dropped if they have not logged in to the class during the first week of instruction.

     No student may be absent from the campus in connection with extracurricular activities more than sixteen college instructional days per semester. No one extracurricular activity may take students away from the campus more than twelve college instructional days."

<u>ACTION-</u> Belliston motioned to approve the new portions of the policy.
     Leishman seconded.
     Motion carried unanimously.

2) Course Numbering and 3000/4000 Distinctions at ISU
Hala Abou Arraj discussed course numbering practices at other institutions and the possibility of distinguishing between 3000 and 4000 courses in ISU policy. ASC reviewed an MS Word document titled "Course Renumbering."
     a) This issue was first raised in the UCC meeting and sent to ASC for a final clarification.
     b) ASC members discussed this issue
     c) Council would like to involve Adam Bradford in the conversation and decision-making process.

3) Certificates
A. Website Update: Curt Whitaker reported on advice from ISU Marketing and Communications on creation of a website for certificates. ASC will need to discuss possible filters/categories for the website.

a) The website can be created by MarComm for no charge.

        i) A list of all the certificates that includes a filter by college/department would be the easiest to accomplish

                1) List of recommended filters: By college, Have a drop down filter and a search filter, # of credits it take to achieve the certificate, linking between college of health and college of tech, add tags to certificate programs.

                2) Whitaker will talk to the MarComm department and see what filter options, tags, linking, are available.

B. Minimum Number of Credits for Academic Certificates. ASC continued its discussion of possible minimums for academic certificates at ISU. Members reviewed the following:

--PDFs of policies on minimums at the following institutions: Montana Universities, North Dakota State, Oregon State, U of Kansas, U of Nebraska, U of Utah. Relevant passages are marked in red in margins.

--Excel sheet titled "Certificate Credit Requirements" supplied by Hala Abou Arraj on the number of credits currently required per certificate at ISU.

--email exchange between Ruiling Guo and Shane Hunt on repercussions in the College of Business if certificate minimum is raised to twelve credits.

        a) Council discussed the differences between requiring nine credits as a minimum for certificates vs. requiring twelve credits as a minimum for certificates.

                i) Moving to twelve credits would create hardships in staffing for many departments including College of Business, the Paramedicine program, Anthropology, and some other certificate programs already offered by Idaho State University

                ii) Council members compared our program requirements to the minimum requirements of many of our sister institutions.

                iii) The state minimum is seven credits which seems like too few credits to the council members

        b) Overall, the council members agreed that the minimum should be nine credits. This nine-credit minimum will be written into a final version of ASC's recommended policy on certificates.

4)Adjournment

ACTION- **Meeting adjourned 3:15 pm**

5)Next Meeting: November 18, 2022