

Academic Support and Student Services Committee (AS&SS)

Minutes

04/13/23

10:00-11:30

Virtual Modality

Members Attending:

Dr. Elaine Correa (Chair), Dr. Alicia Rodriguez (Vice-Chair A&H), Dr. Antje Lauer (NSME) Dr. Pratigya Sigdya (BPA), Dr. Monica Ayuso (At-Large), Dr. Melanie Taylor (At-Large), Prof. Matt McCoy (Librarian), Maria Espinoza (*ex-officio*, ASI Exec-VP), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), Dr. Markel Quarles (*ex-officio*, VP Student Affairs), Sandra Bozarth (*ex-officio*, Dean of Libraries)

Absent: Mariela Gomez (Student Service Professional), Steve Miller (Staff Member), Jennifer McCune (*ex-officio*, Registrar), Dr. Antje Lauer (NSME) for the first half of the meeting.

I **Call to Order:** 10:05 a.m., by Chair, E. Correa.

II **Approval of Minutes** (Date corrected; No reading)

III **Approval of Agenda**

Motion to approve Monica Ayuso, Seconded by Denver Fowler

IV **Old Business**

- 1) Request: Discussion on School Elevation Exploratory Committee (SEEC) - Position/thoughts
 - a. Discussed the impact of name change from school to college.
 - b. Discussed the benefits of the change and the potential downsides of the name change. Committee members requested for more information before voting on the referral.
- 2) Referral # 41 Statement on Open Educational Resources
 - a. Discussed that OER resources utilization in the classroom are only recommendations.
 - b. Suggested a name change of the document the Statement of Open Education Resources to Statement on Reducing Academic Educational Costs to encapsulate many ways apart from OER that can reduce academic cost of educational materials for students.
- 3) Referral #28 – Testing Center Update

- a. The first draft of the student survey complete. Next work is to fine-tune the survey and distribute them to the students.
 - b. Faculty survey is being developed to understand faculty's needs of the testing center.
- 4) Referral # 38 -Disability Accommodations Statement in Syllabus.
- a. Passed by the members.
- 5) Referral #19 – ATI Appendix Changes – Discuss Google draft provided by Dr. Taylor
- a. Discussed the changes in the Google draft by the members.
 - b. Members will edit the document by April 21 and the document will be sent to Dr. Danforth.
 - (a) Dr. Melanie Taylor to review Goal 1
 - (b) Dr. Markel Quarles to review Goal 5
 - (c) Dr. Monica Ayuso to review Goal 8
 - (d) Dr. Alicia Rodriguez to review Goal 9
 - (e) Dr. Elaine Correa and Steve Miller to review Goal 7
 - (f) Dr. Pratigya Sigdyaal, Matt McCoy, and Steve Miller to review goal 4
- 6) Referral #34 – Advisor and Student Initiated Course Add-Drop in Adobe Sign
- a. Recommendations:
 - i. Deny button to be made larger.
 - ii. Faculty must be contacted to add/drop the class.
 - iii. Training faculty to distinguish between student-initiated versus advisor-initiated forms.
 - iv. Different color forms to differentiate student versus advisor initiated forms.

V New Business

- 1) Referral #37 - Academic Integrity Pledge
- a. Creating an Academic Integrity Pledge to be included as part of students' matriculation is important.
 - b. Discussion on whether the student must read aloud, and/or sign the Academic Integrity Pledge
 - i. Some suggestions were to have examples of short statements of what is considered cheating including copying from AI chat boards, old assignments etc.
 - ii. Separate section on consequences.
 - iii. Something that students could listen and hear and interactive that can catch students' attention.
 - iv. Provide student resources such as: Posting links to integrity workshops.
 - v. Focus on values.
 - c. Where the Academic Integrity Pledge can be placed in the student's file for future use by the university

2) Referral # 35 Skip the wait list. To be discussed in the next meeting.

VII **Open Forum**

- Announcements
 - Sustainability Symposium --Dr. Lauer
 - Affordable Learning Solution – Sandra Bozarth
 - Gender Matters Symposium – Dr. Rodriguez

VIII **Adjourn**

Chair thanked everyone for their participation, before adjourning at 11:30 a.m.