**Academic Support and Student Services Committee (AS&SS)**

**Agenda**

September 21, 2023

10:00 a.m. - 11:30 a.m.

On-campus Location: Ablin Conference Room – WSL

https://csub.zoom.us/j/86252435633?pwd=ZExZcnFWUS81a24zMGlBSGEzWWJJdz09

Meeting ID: 862 5243 5633 Passcode: 966546

**Members:**

Dr. Elaine Correa (Chair), Dr. Melanie Taylor (Vice-Chair),

Dr. Alicia Rodriquez/ Prof~~.~~ Mary Slaughter she/her (A&H), Dr. Antje Lauer (NSME),

Dr. Atieh Poushneh (BPA), Mr. Eric Lord, LCSW/Counselor (At-Large),

Prof. Matt McCoy (Librarian), Janine Cornelison (Student Services Professional),

Ignasio Castillo (ASI Exec-VP), Luis Hernandez (Staff), Sandra Bozarth (*ex-officio*, Dean of Libraries), Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies),

Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee), and

Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee)

**Members absent:** Dr. Elaine Correa (Chair), [excused]

Prof. Matt McCoy (Librarian), [excused]

Ignasio Castillo (ASI Exec-VP), [excused]

Dr. Denver Fowler (*ex-officio*, AD Undergrad. & Graduate Studies), [excused]

Dr. Jennifer McCune (*ex-officio*, AVP Enrollment Management Designee), [excused]

Dr. Markel Quarles (*ex-officio*, VP Student Affairs Designee) [excused]

I **Call to Order** – 10:09am by Vice Chair Melanie Taylor

II **Approval of Minutes**

* Approval of Minutes September 7, 2023
	+ Not voted upon; These will be emailed to committee and voted upon via email.

III **Approval of Agenda**

* Approval of Agenda: September 21, 2023- motion to by Mary, 2nd by Alex

Voted to approve

V **Old Business**

* Referral #41 – Statement on Open Educational Resources OER – edit & vote - Received unanimous support to approve the modified version.

move by Mary, 2nd by Eric, unanimously approved

* Referral #19 – ATI Appendix Changes – Lead: Dr. Taylor
* Alex did not have specific feedback on changes to be made. It was decided to wait until we heard from Melissa Danforth before moving forward
	+ Referral #28 – Testing Center Update-Lead: Matt McCoy
* Matt will be meeting with the committee for the testing center in October to discuss a draft of the survey. After that is completed, he will share the survey with our group.

VI **New Business**

* Referral #34 – Advisor and Student Initiated Course Add-Drop in Adobe Sign McCune and Fowler discussed the issues in the drop-down menus in Adobe Sign.
	+ We voted to approve the language as is stated in below.
		- Changes that were made included:
			* Removing the language regarding having different colored forms (Jennifer McCune indicated that this would not be feasible)
			* Modifying the suggested language from “Students must contact faculty member” to “Students are advised to contact the instructor before requesting to add or drop a course.”
	+ A Larger “Deny Button” on the form
	+ Language should be added indicating that “Students are advised to contact the instructor before requesting to add or drop a course,” when a student adds or drops a class
	+ Training should be provided for anyone participating in Advising (Staff, Faculty, Administrators)
* Referral #35 – Skipping Course Waitlist-
	+ We did not have time to discuss this.
* Referral #37 – Academic Integrity Pledge- invite Emily Callahan to the next AS&SS meeting. Potential discussion on AI and pledge integration
	+ The committee had mixed responses to the adoption of an Academic Integrity Pledge. Concerns were raised regarding the enforcement of a pledge and the impacts of a pledge if students were found to have engaged in academic dishonesty.
	+ The committee wanted to see if it would be possible to have Emily Poole Callahan, Rebecca Weller, Amanda Grombly, and/or Rebecca Penrose at a future meeting to discuss the benefits and impacts of students signing an Academic Integrity Pledge.

VII **Open Forum**

* + Announcements – candlelight vigil next Thursday, September 28th
	+ ASI

VIII **Adjourn-** 11:33am