Bluegrass Community and Technical College Academic Standards and Admissions Committee

Friday, April 20, 2012 11:00 AM Location: Regency Campus – Room 201

Minutes

Present: Brandon Knight, Mary Jones, Mary Blades, Nancy Bronner

- 1. Call to order
- 2. Approval of last meeting's minutes: Approved March minutes
- 3. Additional agenda items: None
- 4. Old Business
 - A. Final exam schedule
 - 1. update on status done!!
- 5. New Business
 - 1. ASA Policy draft: See attached
 - 2. Student Evaluation of Advising: See attached
- 6. Other business: Have a great summer!!

Meeting adjournment

Respectfully submitted July 17, 2012

Nancy Bronner

Next meeting: August or September!!

ADVISING EVALUATION REVISIONS

Changes in blue are the ones suggested by the ASA committee at the April meeting

CURRENT LANGUAGE

1. Do you feel it is your responsibility to plan your schedule of classes?	
Yes No	
2. Did you consult the appropriate sections of the BCTC catalog and prepare a tentative class schedu before meeting with your advisor?	е
Yes NO	
My Advisor Use Likert Scale	
[Students may choose Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree for the following questions]	
3. Is approachable and makes me feel welcome.	
4. Is available during scheduled times.	
5. Shows an interest in my academic goals.	
6. Helps facilitate my efforts to plan and achieve these goals.	

7. Encourages my taking responsibility for academic planning & goal-setting.

8. Gives useful information regarding degree/curriculum requirements.

9. Refers me to appropriate resources when necessary.

- 10. What were the positive aspects of your advising session?
- 11. Do you have any suggestions for improvement of the advising process?

RECOMMENDED CHANGES BY STUDENT ADVISING COMMITTEE AND ASA

Put yes and no questions first, then Likert scale questions, then suggestions.
Approved by the Student Advising Committee on(not approved)
Please provide the college with feedback about both (1) the college's process for providing assistance with academic advising and (2) the services provided by your advisor.
For each of the questions below, choose one of the following answers:
A. Strongly Agree

E. Strongly Disagree

C. Neither Agree nor Disagree

B. Agree

D. Disagree

F. Add a NA selection for Not applicable

THE ADVISING PROCESS

We thought that these questions should be yes or no and if no, what was used or done

- 1. I was able to locate the name of my advisor in AdvisorTrac. Yes or no If not, where did you get name
- 2. I was able to schedule an appointment with my Advisor in AdvisorTrac. able to schedule an advising appointment with my Advisor.
- 3. I was assigned to an advisor who advises in my program or area of study.
- 4. I received a message in my KCTCS/BCTC student email account from my advisor on or before the start of Priority Registration. Yes or no or don't remember

HOW WERE YOU ADVISED (select all that apply)

1. In Office

	2.	Email
--	----	-------

- 3. Telephone
- 4. Add Face to face and sign-up sheet and Drop in

_	Other:		
э.	Other.		

MY ACADEMIC ADVISOR Use Likert Scale

- 1. My advisor made me feel welcome.
- 2. My advisor was knowledgeable about my program of study.
- 3. Overall, I feel satisfied with the academic advising I received.

SHORT ANSWER

In the space below, please offer suggestions for improving the advising process.

RECOMMENDED CHANGES BY FACULTY PERFORMANCE REVIEW ACTION TEAM

Please provide the college with feedback about both (1) the services provided by your advisor and (2)
the college's process for providing assistance with academic advising and.

For each of the questions below, choose one of the following answers:

- A. Strongly Agree
- B. Agree
- C. Neither Agree nor Disagree
- D. Disagree
- E. Strongly Disagree

MY ACADEMIC ADVISOR

- 1. Was available during scheduled times.
- 2. Gave information regarding degree/curriculum requirements.
- 2. Referred me to appropriate resources when necessary.

HOW WERE YOU ADVISED (select all that apply)

- 1. In Office
- 2. Email
- 3. Telephone
- 4. Other: _____

THE ADVISING PROCESS

For each of the questions below, answer YES or NO:

- 1. I was able to locate the name of my advisor in AdvisorTrac.
- 2. I was able to schedule an appointment with my Advisor in AdvisorTrac.
- 3. I was assigned to an advisor who advises in my program or area of study.
- 4. My advisor sent a message to me via my KCTCS/BCTC student email account on or before the start of Priority Registration.

SHORT ANSWER

4	14/1-1	and the second of the second			
1.	wnat were	tne positive	aspects of vour	advising	session:

2. What suggestions do you have for improving the advising process?

<u>Draft of ASA Policy 7/17/12</u> Suggestions from April 20th ASA meeting in red

Purpose:

The Academic Standards and Admissions Committee (ASA) is charged with the responsibility for reviewing existing and new admission policies and requirements, grading rules policies and procedures, standards for granting academic credit, probation, and suspension policies and degree and graduation as the need arises.

ASA serves as a faculty forum for reviewing any issues related to academic standards and admission policies and procedure. Issues for review may be brought to the attention of ASA by a faculty member and/or department. ASA, in the process of providing oversight of educational activities, may identify an issue for further consideration, in conjunction with faculty and staff from a given department or division.

Issues or concerns may be brought to the attention of the ASA chair or ASA member, no later than a week prior to the next monthly meeting, so that it can be included in the agenda for that meeting.

ASA will address the issue and develop a plan of action, in conjunction with the identified department or division, about the issue and communicate with the faculty of that division within two weeks of that meeting.

ASA will allow adequate time for research and discussion of the issue within the committee and, a appropriate with other divisions,

An issue will remain active on the monthly agenda until the issue is resolved in a satisfactory manner. Issues requiring more than three months to resolve will be identified and a time frame for resolution will be created.

The ASA chair will communicate the activities of the committee with the Faculty Council on a monthly basis and provide regular reports on progress towards resolution.

The Academic Standards and Admissions Committee shall perform the following functions as needed:

1) Examine and recommend to the Faculty Council changes in the admission requirements and grading rules policies; standards for granting academic

credit; probation and suspension procedures; and degree and graduation requirements.;

- 2) Recommend to the Faculty Council admission policies for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
- 3) Recommend to the Faculty Council academic standards for the Bluegrass Community and Technical College in accordance with the Rules of the Senate of the Kentucky Community and Technical College System;
- 4) Send a reminder to all faculty once a semester that ASA is open to exploring any academic or admission issue and to contact the chair with said issue.
- 5) Evaluate College academic and admission policies and procedures at least once each semester.; in a rotating schedule or as needed
- 6) Evaluate College academic policies and procedures in a rotating schedule or as needed at least annually.;
- 7) Exercise oversight of all educational activities to ensure both the rigor of programs and the quality of instruction, in keeping with the Southern Association of College and Schools (SACS) criteria; and
- 8) Perform other responsibilities as delegated to it by the Faculty or Faculty Council.

Membership:

This committee shall be composed of one faculty representative from each division elected by the faculty in that division and one elected representative from any non-division faculty group that has at least 10 full-time faculty, serving staggered terms of two years each. A student appointed by the student government shall serve a one-year term. Divisions must conduct elections and communicate the results to the Chair of the Faculty no later than April 30. Through July 31st, 2012, the elected faculty representatives will elect a committee chairperson annually.

As of August 1st, 2012, The chair of the committee shall be elected by a plurality vote of the entire voting membership of the Faculty and shall serve a two-year term commencing on August 1st. Elections will be held during the preceding Spring Semester and results will be communicated to the faculty no later than the last day of the Spring Semester. The chair shall be eligible for re-election for a second consecutive term, but ineligible for further re-election until one year has elapsed. A vacancy in an unexpired term of the chair shall be filled by a special election in the same manner as provided in the original election. Service of one year or more in an unexpired term shall constitute a full term. All elections will be conducted by secret ballot. For the Spring 2012 election, the chair will be elected for a term of one year. The Chair of the Faculty shall be an ex officio member with voting rights. The Vice President for Student Development and Enrollment Management, the Chief Academic Officer, the Registrar (or designee), and the Admissions Officer shall be ex officio members without voting rights.