

QUEENSBOROUGH COMMUNITY COLLEGE

THE CITY UNIVERSITY OF NEW YORK

Committee on Course & Standing *Annual Report 2010 – 2011*

TO: Dr. Emily Tai,, Secretary Academic Senate
FROM: Ms. Gina Capozzoli - Chair Committee on Course & Standing
DATE: September 6, 2011
RE: Annual Report of the CCS for Academic Year 2010-2011.

Members of the Committee:

Ms Gina Capozzoli (Chair of the Committee)	Counseling Department
Prof. Tina Bayer	Nursing Department
Dr. Hemraj-Benny	Chemistry Department
Dr. Belle Birchfield	Elec. Tech. Department
Dr. Emily Gordon	Basic Skills
Dr. Todd Holden	Physics Department
Dr. Lisa Mertz	Health Phys. Ed. & Dance
Prof. Neera Mohess	Library
Prof. James Timbilla	Biology Department

Administrative Liaison:

Ms. Ann Tullio	Registrar
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The Committee on Course and Standing is charged with performing the duties prescribed in paragraphs (a) and (b) of Section 18 of the Bylaws of the Academic Senate.

The following tables reflect the yearly comparison of the different duties performed by the Committee:

COMMITTEE ON COURSE & STANDING ACTIONS					
SEPTEMBER 2009 - AUGUST 2010					
Meeting Dates	Total Appeals	Approved	Denied	Cond.Approvals	No Jurisdiction
20th Aug. 2009	119	81	29	9	0
2nd Oct. 2009	85	49	35	1	0
13th Nov. 2009	124	92	32	0	0
18th Dec. 2009	76	57	16	2	1
19th Feb 2010	85	68	15	1	1
19th March 2010	25	22	3	0	0
30-Apr-09	151	105	45	1	0
22-May-09	145	75	70	0	0
Total Appeals Reviewed	810	549	245	14	2
Jan 8 2010 Dismissals 640 Granted probation 69 Dismissed 571					
June 13, 2010 Dismissals 637 Granted probation 55					
Total Dismissals Reviewed				1277	
Total Appeals Reviewed Including dismissals/deletions/medical:				2,456	

COMMITTEE ON COURSE & STANDING ACTIONS					
SEPTEMBER 2010 - AUGUST 2011					
Meeting Dates	Total Appeals*	Approved	Denied	Cond.Approvals	No Jurisdiction
27th Aug. 2010	162	94	60	9	8
1st Oct. 2010	49	30	16	1	1
19th Nov. 2010	57	32	22	3	0
17th Dec. 2010	101	55	43	2	1
25th Feb 2011	125	75	48	0	2
18th March 2011	21	13	6	1	1
29th April 2011	125	81	43	1	0
27th May 2011	103	44	56	2	1
Total Appeals Reviewed	743	424	294	19	14
Jan 8 2011 Dismissals 421 Granted probation 79					
July 18, 2011 Dismissals 632 Granted probation 281 dismissed 351					
* Including Retroactive/Late withdrawals					
Total Dismissals Reviewed				1,272	
Total Appeals Reviewed Including withdrawals/deletions/medical:				2,081	

Comparison deletion charts Academic year 2009 – 2010 and 2010 – 2011 :

DELETIONS			
AUGUST 2009 - June 2010			
Month	Total Appeals	Approved	Denied
Aug-09	22	21	1
Sep-09	26	26	0
	16	16	0
Nov-09	56	53	3
Dec-09	35	34	1
Jan-10	28	28	0
Feb-10	11	11	0
Mar-10	23	23	0
Apr-10	14	14	0
May-10	12	12	0
Jun-10	9	9	0
Total	252	247	5

Medical Withdrawals :

DELETIONS				
AUGUST 2010 - June 2011				
Month	Total Appeals	Approved	Denied	Sent to Dean Faulkner
Aug-10	15	15	0	
Sep-10	24	24	0	
Oct-10	45	45	0	
Nov-10	9	9	0	
Dec-10	9	9	0	
Jan-11	9	9	0	
Feb-11	12	12	0	
Mar-11	16	16	0	
Apr-11	10	10	0	
May-11	26	17	3	6
Jun-11	13	6	0	7
Total	188	172	3	13

Medical withdrawals			
AUGUST 2009 - June 2010			
Month	Total Appeals	Approved	Denied
Aug-09		13	13
Sep-09		8	8
Oct-09		2	2
Nov-09		16	16
Dec-09		19	19
Jan-10		12	12
Feb-10		6	6
Mar-10		10	10
Apr-10		7	7
May-10		14	14
Jun-10		10	9
Total		117	116

Medical withdrawals			
AUGUST 2010 - June 2011			
Month	Total Appeals	Approved	Denied
Aug-10		2	2
Sep-10		9	9
Oct-10		10	10
Nov-10		16	16
Dec-10		19	19
Jan-11		5	5
Feb-11		8	8
Mar-11		5	5
Apr-11		9	9
May-11		7	7
Jun-11		7	5
Total		97	95

Analysis:

During the years **2010 - 2011**, out of a total number of 1,028 (retroactive/late/medical withdrawals/deletions) 691 appeals were approved which is 67.21%.

During the year **2009-2010**, out of a total number of 1,179 (retroactive/late/medical withdrawals/deletions) 912 appeals were approved which is 77.35%.

Out of a total number of 1,272 dismissals 350 were retained during the academic year **2010-2011** this is 27.51%.

During the academic year 2009-2010 114 (8.92%) of the 1277 dismissal appeals were approved

During the academic year 2010-2011 a total # of 188 deletion appeals were reviewed and 172 were approved which is 91.48%.

During the academic year 2009-2010 a total # of 252 deletion appeals were reviewed and 247 were approved which is 98%.

The total # of Medical Appeals during 2010– 2011 was 97 out of which 95 were approved.

Charges: Grading, probation, academic integrity, retention standards, rosters, withdrawals

The office of Academic Affairs as well as the Registrar's office generate and update information for faculty on grading, rosters and academic integrity. Faculty is kept informed and up to date on roster availability as well as how to access their rosters and courses via outreach by the Registrar's office. The Registrar will continue to update and educate faculty about rosters and grading information via Community Dialogue and outreach to Department Chairs every semester. Information for all is easily accessible and updated on our website at:

- www.qcc.cuny.edu/academicAffairs/academicStanding.html. (*Academic Integrity*)
- <http://www.qcc.cuny.edu/Registrar/default.asp> (*Grading: Registrar*)
- <http://www.qcc.cuny.edu/FacStaff/default.asp> (*Rosters*)

The above link to the Registrar's office also contains up to date information concerning the grading system and graduation requirements, including printable forms for withdrawals and appeals for CCS.

A guide for faculty and staff was created by Gina Capozzoli in the Counseling Center in fall 2006 and was disseminated every semester to departmental chairs through fall 2009. This guide included information on SIMS, appeals, probation, retention standards, grading, dismissal and re-admitting. Probation services have since been handled by the Office of Academic Advisement. More specific information for students on retention levels, academic probation, dismissal and probation limits can be found on the following sites:

- http://www.qcc.cuny.edu/advisement/general_info.asp (*Academic Advisement*)
- http://www.qcc.cuny.edu/Counseling/academic_counseling.asp (*Counseling Center*)

Concerning grading, CCS set forth a proposal in **December 2010** to the Academic Senate for a one year time limit for the completion of NC grades targeting specific remedial courses. Failure to do so will result in the grade being changed to an "R"(repeat). This proposal was approved and **effective spring 2011**. This policy change supports student learning, their immediate utilization of campus support services, and retention rates.

Charges: Impact from e-rosters, new attendance protocol, CUNY first, e-portfolio, Committee on Admissions and work during annual leave

In reviewing appeals, the Chair of Course and Standing intervenes through direct contact with professors in the event letters of support are generated where upon CCS has no grading jurisdiction. The committee secretary through the Registrar will also reach out via mail and phone to faculty/staff with comments, concerns or necessary follow up based on the submitted appeals.

The Committee has found it challenging at times to verify a student's appeal with the lack of attendance documentation that is now available. This has subsided to some degree with the implementation of the WN grade. With the WN now establishing a student's non attendance in a course, and being reported within the first (3) weeks of the course, professors appear to be utilizing the WU and F grades more appropriately as determined by the content of the student's appeal. In situations where an appeal requires additional clarification, the Chair and/or committee secretary reaches out and communicates directly with the student and/or faculty member.

The onset of CUNYfirst presented a unique challenge to the committee in reviewing dismissals generated in the **fall 2010** semester. Technical challenges within CUNYfirst delayed the grading system from reporting those coded on probation and dismissed. Once the system was able to generate accurate information, every student academically dismissed was contacted by a counselor in the Counseling Center in **January 2011** to be notified of their status. Students were invited in to discuss the appeal process if appropriate, where upon the Chair of CCS reviewed appeals throughout the month independently with permission from the committee. This was in place of a committee meeting and contact concerning their academic status via mail. Reviewing appeals independently was a great demand during the short time span in January. As a result, it is very important that the committee meets regularly, even during leave in the summer months. One meeting in the summer will be sufficient to provide students the most objective and fair opportunity to evaluate dismissal status and provide as much advanced notice to students as possible.

On **July 18th, 2011** the Committee met to review the transcripts of all dismissed students culminating at the end of the spring 2011 semester. After discreet review, **the Committee was able to retain 281 students out of the 632 originally dismissed**. The students who were allowed to continue for the fall 2011 semester were those who have shown considerable progress in recent semesters, even though their GPA was not up to College's retention standards. Again, it is imperative for this committee to meet during leave in the summer for such a review.

In an effort to work more efficiently and utilize technology, the secretary to CCS now has arranged for lap tops to be available at every meeting. Transcripts are now viewed directly on CUNY first as the appeals are reviewed, providing a paperless environment with the exception of the actual appeal. This process has also been more proficient for the Registrar in putting the appeals together for review.

At this time, e-portfolio has not been utilized as a factor in reviewing appeals. While it is a beneficial tool for students, the portfolio is based on the academic work of the student's choice. This system would not provide the committee proof or justification for appeals when deciding to overturn a grade or dismissal.

The Committee on Course and Standing will continue to work closely with the Committee on Admissions concerning re-admitting students. CCS will continue to meet regularly so as to review “WU” grades in a timely fashion, allowing students to submit appeals for readmission to the Committee on Admissions by the deadlines set forth by the Office of Admissions.

Charges: Request of Reports

A request for the following has been made to the Office of Student Affairs, and is still pending:

- Retention rates over the last three years
- Current retention plan

A request for the annual report on Academic Integrity was made to the Office of Academic Affairs, and is updated and noted on the website at the link previously noted above.

A request for the annual report from the subcommittee on CPE Appeals was made and was provided by David Shimkin, Chair, CPE Appeals Committee. This subcommittee will no longer be required with the discontinuation of the CPE effective **November 2010**.

Charges: Other Issues

The Committee on Course & Standing has been working directly with the Counseling Center to assist students who committee members recognize as needing special assistance. In addition, retroactive withdrawals are being granted conditionally to some students who are identified as needing career counseling. These students are directed to the Counseling Department.

All appeals for Medical withdrawals must be first forwarded to Health Services for review. Once Health Services approves the medical withdrawal, they are forwarded to the Registrar’s office for final processing.

All appeals for Mental Health withdrawals must be first forwarded to the Counseling Center for review. Once a Counselor approves the mental health withdrawal, they are forwarded to the Registrar’s office for final processing.

The staff of the Registrar’s Office; Ms. Ann Tullio, Ms Florence Farrat, Meera Chowdhry and June Greco have been a tremendous source of support and dedication in their efforts to provide the highest level of professional service to the Course and Standing Committee.

It has been the Chair’s privilege to serve with the Course and Standing Committee. The members of this committee are a dedicated group of professionals. This committee has utilized their best judgment to follow committee guidelines to adjudicate compelling and at times, difficult decisions. It is inspiring to be a part of this dedicated and caring committee.

Ms. Gina Capozzoli is the presiding chair of the CCS for the year 2011-2012.