FORM 1: Presentation Checklist

OVERVIEW OF PROGRAM OR POLICY

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The following proposal was originally submitted to AA in late 2013. It underwent 2 readings and was recommended for approval to the president. There is no evidence in the AA final report of the year 2013-3\2014 that this proposal was officially approved by the president and there is no record of any signed approval form. This item is presented to AA for the purpose of completing an official process of review and approval.

Academic Affairs Proposal

November 2013

Topic: Academic Reinstatement Committee

Submitted By: Courtney Whetstine, Director of Admissions/Registrar

Background

The Academic Reinstatement Committee has historically been an informal meeting between Admissions & Records Office administrative staff, faculty and CAP Center advisors. This group meets once per term on the Tuesday of the second week of term start. Recent discussions and research indicates that this committee may not have been formally approved previously and as such, does not appear on the College's 'committee matrix'. Approving this committee gives it formal recognition in the College's process and may better facilitate it being recognized as a faculty service opportunity.

Research indicated that there was mention of an Academic Reinstatement Committee Structure in 2002 in an Academic Affairs first reading, but no further information follows regarding a second reading or implementation can be located

2002 Proposed Policy Summary: *The Academic Reinstatement Committee, referenced in the third academic warning description below, is a subcommittee of Academic Affairs and is chaired by the Admissions and Records Program Advisor and two faculty advisors (one transfer and one professional-technical). The Committee will meet on the second Wednesday of each term to review*

reinstatement petitions (approximately one to two hours) and as needed to track any follow-up requirements of the petitions.

***Additionally, although this policy was reviewed in 2013 and approved by Academic Affairs, it never received final presidential approval so it is being re-reviewed by the 2016-17 Academic Affairs committee.

Proposal

1. Remove the Academic Reinstatement Committee as a subcommittee of Academic Affairs as this reporting structure has not been a historical practice.

2. Approve the Academic Reinstatement Committee as follows:

   Charge: *The Academic Reinstatement Committee is an administrative committee tasked with reviewing Third Academic Warning Petitions and approving, denying or modifying petition proposal. This committee will be chaired by the Registrar (or designee), with two faculty representatives (one transfer and one career and technical education) and one representative from CAP Center. The task force will also include an alternate from the CAP Center, to be brought in only when petition volume is significant. Typically, this committee meets the second Tuesday following term start. All members of the committee are voting members and will serve one-year terms.*

   Membership:

Position	Member	Voting	Years
Director of Admissions/Registrar (or designee) - Chair	Courtney Whetstine	Voting	Standing
FF-1 CTE	Elected by Faculty Forum	Voting	One Year
FF-2 Transfer	Elected by Faculty Forum	Voting	One Year
CAP Center Advisor	Appointed by CAP Center Director	Voting	One Year
CAP Center Advisor (alternate)	Appointed by CAP Center Director	Voting	One Year

BUDGET

N/A   Review key budget
    items.

INSTRUCTIONAL REQUIREMENTS

☐ Review requirements.
- This committee requires the commitment of 2 faculty members. It also formalizes a faculty service-to-the college opportunity

OPERATIONAL NEEDS, CURRENT AND FUTURE

☐ Review possible operational needs.
- This committee impacts the CAP center, as it requires the commitment of 2 CAP staff (one as alternate).

STUDENT IMPACT

☐ Identify student impact
- This committee serves to determine reinstatement eligibility of students placed on third academic warning. A college-recognized committee structure formalizes this process. It also allows for diverse perspectives that minimizes bias in decision-making for students.

ANTICIPATED IMPLEMENTATION TIMELINE

☐ Anticipated Timeline
- This committee has been working already.
- 10/17/2016 Review of original proposal
- 10/31/2016 Approval by President