Project Graduation Academic Dean’s Meeting

April 28, 2014
L 123 Leadership Suite Meeting Room
2:30 p.m. – 3:30 p.m.

Deans in Attendance:
Amparo Codding
Denise Liguori
Andrew Tomko
PJ Ricatto

Initiative/Implementation
Discussions:

1. The group discussed the current “Adjustment of Degree” process and the data mining procedures of the Mining sub-committee of Project Graduation. Denise explained that differences between the traditional process and the Project’s process:
   - Since the Project Graduation students were no longer in attendance at BCC they were handled in a slightly different order.
   - Students were only informed of the possibility of degree adjustments after the Academic Dean approved the transition.
   - If the adjustments recommended by the committee were not approved those students were not informed. This would avoid giving false hope that an adjustment could lead to graduation.
   - The approved adjustments were only implemented once the students were contacted and agreed to the changes to their records.

2. The importance of updating the current Adjustment of Degree form was discussed. It was agreed that the next version of this form should be in an electronic format. This is a greener and more efficient process and would ensure more efficient record keeping.

3. The Dean’s discussed the patterns and categories of Adjustments that were approved and denied during the mining process.

4. Improvements to the college admissions application were discussed. It was recommended that on the college application the student states their goal regarding graduation. It was also recommended to add wording on the application to state that once students have completed degree/certificate requirements they will graduate.

5. The overlap and sometimes conflicting Financial Aid and Lampitt Bill requirements was discussed.
Assessment of initiative and implementation

Decisions:
Agreement was made on what is considered an appropriate Adjustment of Degree.

a. **1 credit waivers if:**
   - Student had earned the appropriate credit amount towards their degree
   - A 3 credit Natural Science course was transferred into BCC replacing our 4 credit requirement
   - Notified by electronic form or e-mail by the authorized Registration and Records Department personnel

b. **Humanities course substitution if:**
   - The student has completed courses in at least 3 different humanities electives categories
   - Adjustment request should be reviewed and decided by the Academic Deans on a case by case basis, if a student is in an AS degree and has only taken 2 humanities

c. **Social Science course substitutions if:**
   - The student took both Anthropology and Sociology in error assuming that they were in different elective categories
   - Adjustment request should be reviewed and decided by the Academic Deans on a case by case basis, if a student is in an Art or Music curriculum

d. **Diversity requirement waiver if:**
   - They have completed a course that was once on the list as a Diversity Course
   - Adjustment requests should be reviewed and decided by the Academic Deans on a case by case basis

Recommendations

Next Steps:
- The next round of data mining will take place after 10th day
- These new guidelines will be used to determine appropriate recommendations for Adjustments
- Denise will work with the Mining and Technology Sub-committee to create electronic forms