

QUEENSBOROUGH COMMUNITY COLLEGE
Committee on Course & Standing

Minutes for the meeting held on Friday, April 27th, 2018

The Committee on Course and Standing met on Friday, April 27th, 2018 at 10:00 a.m. in Room # A-104.

Those in attendance were as follows:

Dr. George Fragopoulos, Chair -English Department

Dr. Daniel Armstrong, Health Physical Education & Dance Prof. Gina Capozzoli, Counseling, Dr. Susan McLaughlin, Biology, Prof. Susan Riekert, Nursing, Dr. Rose-Marie Aikas, Social Science Dr. Fei Ye, Math department.

Excused:

Ms. Desruisseaux Katwicia, College Discovery

Administration Representatives:

Ms. Florence Stathis Farrat, Associate Registrar

Ms. Meera Chowdhry, Committee Secretary

Discussion:

The Committee met to review students' appeals for retroactive withdrawals.

At the end of every semester, once the reports are run for students' academic standing, students are informed by an e-mail of their status. The purpose of these e-mails is to help them getting on to the right direction so the students can succeed and achieve their goals of graduating.

Keeping the above into consideration, the Office of Retention Committee has initiated the emails to be sent to first time probation students. There would be two different e-mails sent to two different groups a) probation and registered for Fall 2018 b) probation and not registered for Fall 2018.

The e-mails would be mechanized, and the department would be able to monitor a) if the students have read their e-mails b) if the students have clicked at the link for academic workshop c) if the students have registered for the academic workshop.

The emails that are sent to students include content that is contributed by different departments e.g. Committee & Course & Standing, advisement, registrar, and/or counseling depending upon the way they could help the students. Therefore, the text of the letters are being edited precisely by Angelica May to reach at a final draft to be approved by the departments concerned.

<i>Total Appeals</i>	<i>Approved</i>	<i>Denied</i>	<i>No Jurisdiction</i>
70	28	42	0

The next meeting is tentatively scheduled for May 18th, 2018 10:00 a.m.