

QUEENSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK

Committee on Course & Standing
Annual Report 2004 – 2005

TO: Dr. Philip Pecorino, Chair Academic Senate

FROM: Anne Marie Menendez - Chair Committee on Course & Standing

DATE: June 8, 2005

RE: Annual Report of the CCS for Academic Year 2004-2005.

Members of the Committee:

Prof. Anne Marie Menendez	Chair, Nursing Department
Dr. Patricia Allaire	Math & Computer Science Department
Dr. Moni Chauhan	Chemistry Department
Prof. Devin Feldman	Library
Dr. Richard Mandel	Business Department
Dr. Nancy-Laurel Pettersen	Basic Skills Department
Dr. Regina A Rochford	Basic Skills Department
Dr. Stanley Rustin	Counseling Services
Dr. Roland Scal	Biology Department

Liaison:

Prof. Michele Cuomo Speech Communication and Theatre Arts

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.

During the academic year 2003-2004, the Committee met 9 times; however during the year 2004-2005, as of June 2005, it has met 10 times.

The following two tables reflect the comparison:

SEPTEMBER 2003 - AUGUST 2004					
Meeting Dates	Total Appeals	Approved	Denied	Cond.Approvals	No Jurisdiction
19-Sep-03	42	25	15	2	0
14-Nov-03	60	47	7	6	0
5-Dec-03	61	43	14	4	0
27-Feb-04	79	54	22	3	0
16-Apr-04	70	57	12	1	0
20-May-04	73	57	15	0	1
11-Aug-04	194	127	50	3	14
Total Appeals Reviewed	579	410	135	19	15
8-Jan-04	Dismissal 528	Granted probation 120	Dismissed 408		
11-Jun-04	Dismissal 568	Granted probation 192	Dismissed 376		
Total Dismissals Reviewed	1096	312		784	
Total Appeals Reviewed Incl.dismissals:	1675				

SEPTEMBER 2004 - AUGUST 2005					
Meeting Dates	Total Appeals	Approved	Denied	Cond.Approvals	No Jurisdiction
10-Sep-04	101	85	11	4	1
5-Nov-04	90	79	9	2	0
17-Dec-04	158	135	7	16	0
4-Feb-05	143	97	39	7	0
11-Mar-05	85	62	7	8	2
6-May-05	150	100	34	16	0
Total Appeals Reviewed	727	558	107	53	3
Jan 7 2005 Dismissals 586 Granted probation 167 Dismissed 419					
June 8, 2005 Dismissals 664 Granted probation 168 Dismissed 496					
Total Dismissals Reviewed	1250				
Total Appeals Reviewed Incl.dismissals:	1977				

The amount of appeals reviewed during the year 2004-2005 reflects a total of 25.56% increase over the previous year. The statistic does not include the **deletion appeals** which are now being processed at the Registrar's Office. During the period from November 2004 to May 2005 a total of **141** appeals were processed – out of which **114** were approved, **19** denied, and **8** were sent to the Business Manager's Office.

The heaviest work-load for the committee has always been at the “dismissal” meeting that takes place between semesters.

I. Dismissals

Requests for Academic Dismissal and Probation are initiated through the Registrar’s Office.

In the 2003-2004 academic year, 312 (28.46 %) of the 1096 dismissal appeals were approved. In the 2004-2005 academic year, 000 (00%) of the 0000 dismissal appeals were approved. Those students whose appeals were approved remained on academic probation.

II. Other Issues

The Committee voted to allow the Registrar to process deletions. The percentage of the deletion to be awarded would be ascertained after reviewing the attendance from the rosters.

The issue of Student Government participation in the Committee on Course & Standing was raised. However, since the nature of the appeals often involves confidential student matters, student members will not be present during student appeals. Mr. Michael Mutlu, Treasurer of the student Government, was invited to an introductory meeting, but was unable to attend. He, or another designated student, will be asked to attend future meetings that involve policy and procedures.

The credit limit for students on probation was discussed. The Committee voted to allow Counselors to increase the credit limit of students who are on probation. Some students require a minimum of 12 credits (6 actual) for the Financial Aid purposes.

The Committee Members reviewed guidelines of the Committee on Course and Standing. Editorial changes were made. The guidelines are based on the responsibilities and actions of the Committee. Changes were forwarded to Michele Cuomo, liaison to the committee who will incorporate them into the template.

The Committee Members were apprised of the developments and positive improvements in students seeking counseling. The Counseling Office is persistent in sending letters to students and contacting students by phone, to seek counseling if they are on probation. Dr. Rustin reported that 30-40% of students are complying.

The staff of the Registrar’s Office; Ann Tullio, Xiao Yan Cai, Meera Chowdhry and June Greco have been a tremendous source of support and dedication in their effort 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.

Anne Marie Menendez was reelected as chair of the CCS for the year 2005-2006.