

To: Jennie D'Ambroise

From: Dana Sinclair
APPC chair

Re: APPC 2021-2022 Report of Activity

The APPC had an interesting year. The Executive Committee of the Faculty Senate tasked us with rewriting the resolution regarding a credit/no credit policy. Curtis Holland volunteered to spearhead this project, creating the rewrite and at meetings we all discussed and gave him our input. The resolution was brought before the senate three times for discussion before ultimately getting voted down.

The Executive Committee has requested that we come back to the resolution in the fall to see if it has the ability to pass after some revision, however the committee is not as enthusiastic about it but with new members the conversation will stay on the agenda for the first meeting in September.

The APPC like other committees was also tasked with updating their bylaws which included a permanent representative from Academic success who also, along with the chair, sits on every single Academic Standing Hearing. The reason for the change was simply for continuity. We stipulated in the bylaws that the chair of APPC would conduct each hearing and be present at all of them as well.

The APPC also worked diligently to make sure that the Academic Standing Hearings ran as smoothly as possible. Due to the pandemic, we chose to continue conducting the hearings over zoom as they were done the previous year. There were a few things that were implemented in order to allow for a smoother work flow and to give the students a better experience.

During in person hearings, a four part form was filled out so that students had something to give to the registrar and residential life that would prove they had the ability to register for classes. We decided that it was important to continue this going forward. The chair would fill out the form using a PDF filler and send a copy to the student while also copying the Registrar. Reeba Joy in registrar was made aware of the change and now Registrar will not reinstate students without the form. An easy way to hold the hearings committee accountable as well as the Registrar and gives the student something concrete that they can walk away with. The form simply states how many credits they are allowed to take and if there are other conditions that must be met in order for them to continue.

The hearings themselves changed dramatically. In person Sydney Williams from Student Success would take each student into another room to go over resources and scheduling to meet with her throughout the semester after the decision was made. We utilized the breakout rooms on Zoom to simulate this move. After a decision was rendered, the student and Sydney would be moved to a breakout room. The committee would then speak to the next student.

In January the hearings began to be done this way and each student was given 30 minutes to deliver their case and the hearings were carried out over three days. This ended up causing many students to be left without being able to attend a hearing. I ended up hearing the students and making a decision with the help of Sydney Williams from student success and Chris Notaro. We realized this could never happen again. It was time to make a change.

Each student now gets 15 minutes to deliver their case. This left less students waiting as well as allowed for more students to be fit into the schedule. In this amount of time, committee members would not have time to advise students, attempt to counsel students, or give financial aid advise. We realized how ineffective this was and the reduction of time worked wonders. Our mission on these hearings is to decide if a student is allowed to come back to school and if so, for how many credits. Each student is given an advisor, can visit the counseling center and has a Student Success Coach in order to get the support they need to do well.

The hearings are now also carried out over five days instead of three giving more than enough time for all the students who wish to attend a hearing, the opportunity to do so. This was a great decision to make. A lot of work but certainly better for the students. The extra days also gives more faculty the opportunity to volunteer.

Due to the changes, we also implemented an orientation done by Student Success where Sydney would go over the different things to look for or ask the students to make a decision as quickly and efficiently as possible. I would then explain that there was five minutes to discuss the transcript and any other documents, five minutes for the student to plead their case and five minutes to make a decision with the student in the waiting room. I would lead each discussion asking the same few questions then open it up for others to ask anything extra before moving on to a decision. At the end of each hearing the student could expect a PDF file of their decision in their inbox.

Working closely with Sydney Williams from student success has helped these hearings become the success that they were for January and making June even better. We are confident that they will continue to be successful going forward.

APPC looks forward to working on more project in the Fall and is proud of all that it has accomplished for the school year 2021- 2022.