

Academic Standards Committee
Report to the College Academic Senate
October, 2008

1. The form approved at last month's Senate meeting has been added to InfoMart. However, we have since learned that a crucial step in the creation of forms at OCC was missed. The form is being reviewed by graphics and when the review is complete, the final version will be added to InfoMart.
2. The committee met on October 3 and continued the review of the college catalog. In addition to some language changes, several suggestions arose:
 - a. We reiterate our recommendation that contact information should be included whenever a particular office is mentioned at any point in the catalog. This would be in addition to an index of contact information to be added to the catalog.
 - b. To facilitate the process of applying and registering, it is recommended that a checklist for the application/admissions/registration process be included for each category of applicant (e.g. new applicants, college guest applicants). This set of checklists would ideally be placed on the inside front cover. It must take students through to attending class on the first day and would therefore also include information regarding placement testing and payment.
 - c. Under "Requirements" on p.21, "Applicants Who Have Never Attended OCC," after the first sentence, the following should be inserted, "Applications expire one year from the date of submission if the applicant does not enroll for classes in that time."
 - d. Under "Requirements" on p.21, "Transfer Applicants," the second sentence should read, "In addition to a completed application and declared course of study, to insure transfer credit availability for use in registration and advisement, transcripts from other schools should be received at least one month prior to campus registration." The "one month" time frame needs to be checked for appropriateness as there are times when one month may not be sufficient.
 - e. Under "Requirements" on p.21, "College Guest Applicants," the following should be added at the end of this section, "Students attending institutions outside Michigan must present a transient letter from their institution with the Michigan Uniform Guest Application."
 - f. Under "Requirements" on p.21, "Home School Guest Applicants," the following should be added at the end of this section, "This approval is valid only for the semester for which it is processed," so that it parallels the information for High School Guest Applicants.
 - g. On p.22, "International Applicants," the minimum score for admission to OCC as an international student on the latest version of TOEFL (TOEFL iBT, internet-based) should either be obtained from the ESL discipline or established by them if it is not already in place.

Details of the suggested changes will be in the minutes of October's meeting, which will be posted to InfoMart after their approval at the November meeting.

3. Next meeting: November 7, 10-12, HL, WH371 – Pages 23 to 46 should be reviewed in preparation for this meeting.