

**REQUEST FOR CONSIDERATION OF ISSUE
COLLEGE ACADEMIC STANDARDS COMMITTEE
Cover Sheet**

The charge of the Academic Standards Committee is as follows:

“The Committee is charged to develop and review policies and practices pertaining to academic standards of the College.

“The committee shall conduct an annual review of the non-curriculum sections of the College catalog to ensure accountability with established academic standards policy and practice.”

In order to submit an issue or concern to the Academic Standards Committee for consideration, it should fall within the charge as stated above.

If the issue falls within the charge, the process is as follows:

1. Complete the “Request for Consideration of Issue by the Academic Standards Committee.”
2. Meet with a dean or other supervisor to discuss the issue and have the form signed to indicate that the issue has been considered by more than one party. The dean’s or supervisor’s signature indicates the discussion of the issue has occurred, not its approval.
3. Collect any data necessary to support and/or explain the issue as you see it.
4. Send a hard copy of the form and all supporting documentation plus one electronic copy of the form to the chair of the Committee, Jennifer Craft, ESL, AH, jwcraft@oaklandcc.edu.
NOTE: The Committee only considers issues brought to its attention via this form. No consideration will begin until the signed copies have reached the chair.
5. Once the form has come to the chair, it will be distributed to the Committee as a whole for electronic discussion to determine:
 - a. If the issue falls within the Committee’s charge; and
 - b. If further information is needed in order to fully discuss the issue.
6. After the electronic discussion:
 - a. If the item is to be reviewed by the Committee, the originator of the request will be invited to a specific meeting date for that discussion and informed of any additional information needed by the Committee.
 - b. Should it be decided the issue is not within the charge of the Committee, reasons will be given and recommendations for submission to other college bodies will be made.
7. After the presentation, recommendations for next steps will be developed. Those that require action by the College Academic Senate will be brought there by the chair of the Academic Standards Committee.

Please allow at least one month for your issue to reach the CAS Academic Standards Committee agenda. The tentative meeting schedule for 2008-2009 is as follows:

September 12, 1pm, DO
October 3, 10 am AH
November 7, 10am HL
December 5 (if needed), 10am OR
January 16, 10am RO/SF

February 6, 10am, AH
March 13, 1pm, DO
April 3, 10am, HL
May 1, 10am, OR
June 5, 10am, RO/SF

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Please type and save an electronic copy of this form. When completed, please e-mail this form to the chair of the Academic Standards Committee. Then, print the form and have it signed by a dean/supervisor. Send the signed copy to the chair of the Academic Standards Committee via Campus Mail. No action will be taken until the signed forms have reached the chair.

Today's Date:	Submitted to Chair date:		
1. Brief (ten words or fewer) Statement of Issue:			
2. Brief statement of how this fits the charge of this committee:			
3. Presenter/Owner of Issue:			
4. Contact Information for Issue Owner:			
5. Indicate all parties who may be impacted by this issue and/or its change:			
6. Attach any supporting research, data, or other documents for the committee's consideration.			
7. Time Constraints: Please note in specific detail the time sensitivity of your issue.			
8. Detailed Description or Narrative of Issue:			
9. Describe the action you expect this committee to take.			
10. Action Already Taken or Underway (e.g. presented to another committee):			
11. If a change is requested, at what point would the change be implemented?			
Signature of presenter	Date	Signature of dean/supervisor	Date