

From: [Corey Marvin](#)
To: [William Bloom](#); [Lisa Stephens](#); [Anna Carlson](#); [Nicole Griffin](#); [Inge Olsen](#); [Christine Small](#)
Subject: Notes from Today's Meeting
Date: Monday, April 5, 2021 5:23:00 PM

Hi all,

Okay, so this is what I came away with. Feel free to add, delete, or modify!

- **Bill** will ensure that A&R runs a missing grades report for all prison classes for Summer 2020 and Fall 2020 semesters:
 - Deans will work with faculty to get the last of the grades in for Summer 2020 as the first priority
 - Fall 2020 will be the second priority. Because faculty know best what has been submitted and what is still out there remaining to come in, instructors will send a largely boilerplate letter to each student with the remaining assignments to be submitted. They will do this by May 1. This will serve as both a “reset” of the status of the incomplete and a clear communication between instructor and student of the work left to be completed. **Deans will draft the boilerplate letter.**
- **Deans** will ensure that Inge is copied on all communications between themselves and A&R involving grade changes so that all Linda has to do is “Reply All” to keep Inge in the loop.
- To maintain one point of contact, **Inge** will then communicate with Heather Bopp and Kristie and the rest of the team as necessary to keep the prisons in the loop for their records.
- To cut down on the number of students with held-up prerequisites between spring and summer semesters:
 - Students who are *not* graduating in the summer will be scheduled to take the follow-on class (e.g., English C102 after C101) in the fall or later
 - Students who *are* graduating will be allowed to enroll in the follow-on class, and the instructor of the prerequisite class notified so that he or she can either 1) prioritize getting the grade in for the student ASAP, or 2) give the student a “C” or other current *earned* grade, even if not all the work is in yet, so that the student will not be held up for registration. A final grade can be assigned at a later time as necessary.
 - **Anna and Lisa will work with Christine to generate this list of students graduating and communicate with instructors**
- Only counselors will be allowed to over-ride prerequisites in the system per the college’s standard operating procedure
- The letter to instructors informing them of the end-of-semester practices will be revised to add the implications of missing grades and to remind instructors to drop students from whom they have nothing at this point. **Corey will prepare the letter, send around for review, and send out by April 15th (??)**
- **Corey** will ask if it’s possible to have academic standing run at the district more often than once a semester.

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