SHARED GOVERNANCE COUNCIL (SGC)

RECOMMENDATION FORM

Please submit to: President@stcc.edu

_____

"Formally endorsed by Trustees, the Shared Governance Council (SGC) will serve as a high level advisory body to the STCC President on the recommendations developed by the College community that are then submitted to the Board of Trustees. The body will operate on a consensus mode rather than voting. The President will present to the Board of Trustees recommendations via consensus by the SGC with his/hers/their view as to what action the Trustees should take."

Additional Detail/ ACCT Consultant Report (June 2022):

> *"Proposals may come to the SGC from any constituent group via written request."*

> *"The SGC considers fiscal, union, student, administrative impact of the proposal."*

> *"The President decides to accept, modify or reject the proposal if it is an administrative procedural matter; the President decides to recommend to the Board of Trustees any policy recommendation accompanying it with a statement of support or concern."*

This form is to be used for generating recommendations for shared governance consideration that potentially lead to changes in policy and/or practice-protocols. For an overview of topics to be considered by the STCC Shared Governance Council, please confer with your appropriate representative. The comprehensive consultant report prepared for the college (June 2022) is readily available, and a public-facing website is currently in development that will ensure information, and the availability of agendas, minutes, and decision/actions.

I: Proposed Recommendation

Proposed Policy on Student Deactivation/Readmission

Name of Entity Making Recommendation:
Geraldine de Berly, Ph.D., Vice President for Academic Affairs

      a.   Nature of the Recommendation:

          _XX_ Academic

          _____ Student Success/Systems of Operation

          _____ Budget/Fiscal

          _____ Health-Safety-Security (Students, Employees, Campus)

          _____ Technology/Innovation

          _____ Facilities

          _____ Other: _____

      b.   Describe current policy/ protocol/ challenge:

This proposed policy establishes protocols for deactivation of a student in a program and requiring readmission for students returning to the college after a period of 2.5 years or longer. Currently, a student's program is never ended unless in a competitive-admissions program. Students can return at any time and continue in the program in which they originally enrolled. Students remain in their original catalog year. Without a readmission policy and procedures for ending a student's program, students who return after they *stop attending* are not prompted to update their address, phone number, or email address and often communications cannot be delivered. In addition, students continuing classes in an outdated catalog may be required to take classes that are no longer offered at the institution or the class itself has changed. There is concern for the academic integrity of the student's degree if there are multiple course substitutions that change the nature of the program. Also, if and when academic programs are suspended or discontinued, the number of students eligible for teach out will be more manageable if all students who are active in the program have attended in the past 2.5 years.

      c.   Describe recommended policy/protocol change, and the benefit/impact:

<u>Proposed Policy on Student Deactivation/Readmission</u>: Matriculated students who, after acceptance into their academic program, do not enroll in any credit classes for a period of 2.5 years must reapply to the College if they wish to re-enroll. Students seeking to continue their education in the same academic program will be subject to the requirements in place at the time of their re-admittance. Students in competitive-admissions programs (such as many of the College's health programs) who fail to meet the academic and administrative requirements of their program will be removed from their program, and required to reapply to the College if they wish to re-enroll (in some cases, specific program readmission requirements must be satisfied such as [those in the School of Health and Patient Simulation](#)).

By deactivating a student in a program after an absence of 2.5 years, which is in line with the IT student account deactivation process, a student will then be required to complete a readmission application which will update the student's record. Readmitted students will be subject to the current catalog year for their program. The student can work with their advisor/program Chair to determine possible course substitutions, if applicable.

d. Describe background and rationale for how the recommendation was generated (involvement of staff-faculty-students-governance bodies), include any supporting data, reports, survey results, research, et al:

This policy proposal was developed by Samantha Plourd, Tony Sbalbi, Matthew Gravel and David Pinto (Student Affairs, Academic Affairs, IT). It was shared with the Academic Leadership Team*, which was unanimously in support of the proposal.

*Emilie Clucas Leaderman
Patrick Dawes   Eugene Noble
Geraldine de Berly   Samantha Plourd
Erica Enouf   Anthony Sbalbi
Lisa Fugiel   Christopher Scott
Mathew Gravel   Lara Sharp
Richard Greco   Tracey Trottier
Kelli Goodkowsky   Mary Wiseman

Date submitted: **January 24, 2023**

II: Recommendation Review

Shared Governance Council Review and Consideration (Date):

Generated Consensus (minutes made available):

Next Steps (as needed):

III: Presidential Action

Decision on the Recommendation:

Rationale/Summary:

Date of Presentation to STCC Trustees:

_____   _____
(Signature)   (Date)