

# Academic Standing Committee Meeting Minutes

December 8, 2025

## **In Attendance:**

Caterina Almendral (ELA), Abdul Hashim (Registrar), Alexandra Rojas (Library), Lilla Toke (English), Maribel Arias (Business & Technology), Vera Albrecht (Academic Affairs), Sandra Riberio (Health Sciences), Renee Daniels (Admission Services), Jasmine Edwards (Community Health and Wellness), Marta Kowalczyk (Academic Appeals)

## **Excused:**

Kyle Hollar-Gregory (Social Sciences), Erika Correa (ACE), Andrew McFarland (Humanities), Alexandra Rojas (Library), Omar Ait Hellal (MEC), Janet Gonzalez (Natural Sciences), Fatima Herhar (SGA)

## **1. Welcome and Representation Reminder**

Brief reminder for members to assign a designated alternate, if possible, to attend meetings when unavailable. Concerns discussed regarding insuring quorum to provide POV, vote, and keeping constituents represented and informed. Committee members agreed to review the list of ASC representatives and alternates under **Committee Members** on the [ASC website linked here](#) and be sure representatives and/or alternates can attend meetings. Suggested sending out an email to members.

## **2. Meeting Minutes**

The Committee unanimously approved the November 17, 2025 meeting minutes.

## **3. Discussion of Syllabus checklist**

An efficient tool to assist Faculty/Students clearly outlining the semester learning points/goals. The English Department uses one and the committee discussed modifying it by cocreating a template. The Committee can then discuss and review suggestions and feedback. The Committee discussed sharing it on the ASC website as PDF or HDL. Suggested having a conversation with IT about feasibility and formatting.

## **4. Apply to Graduate**

The Committee reviewed and agreed upon the revised language for the catalog for the updated *Apply to Graduate* procedures, including removing GRDOOO from the catalog as it is anticipated the course will no longer be active in Fall 2026, and changing **register for**

***Intent to Graduate to apply to graduate in CUNYfirst.*** The Committee will share this with the Senate as an informational item, and follow-up on the catalog updates.

## **6. Online Learning Requirements for Online Classes**

Discussion regarding Online Learning Requirements for Online Courses: Some research done to align CC policies and procedures. Stated that it will require time to complete the recommendation.

Meeting Adjourned at 4:27 p.m.

-Renee Daniels