

Academic Standing Committee (ASC) Meeting Minutes

February 09, 2026, 2:30 PM – 3:23 PM, Zoom

In Attendance: Caterina Almendral (ELA), Allyson Santiago (Registrar), Maribel Arias (Business & Technology), Vera Albrecht (Academic Affairs), Sandra Riberio (Health Sciences), Nicolle Fernandes (Community Health and Wellness), Erika Correa (ACE), Renee Daniels (Admission Services) and Andrew McFarland (Humanities).

1. [December Meeting Minutes](#)

The meeting began without quorum; therefore, approval of the minutes was postponed to the next meeting in March.

Action Items: Members were directed to review the minutes and submit any corrections before the next meeting.

2. Updates

a. Brightspace and Revised Grading Scheme

It was noted that Brightspace has now been updated to reflect the revised grading scheme. However, for Fall I, II and Spring 2026, faculty **MUST** manually select the updated grading schema. Beginning Fall 2026/Spring 2027, the revised grading scheme will be automatically applied.

Action Item: Members are requested to inform their departments.

b. Graduation Process

Discussion clarified that the process has shifted from “Intent to Graduate” to “Apply to Graduate” (procedural change). The Registrar’s office also uses an internal system to identify eligible students. Late graduation applications are typically honored, as students may miss earlier communications and the deadline.

Note: For graduation-related inquiries, including late applications for graduation, communication can be directed to the Registrar’s office email: registrar@lagcc.cuny.edu

3. [New Student Orientation](#) (NSO) Resources Fair

Feb. 24, Wed., 2–4 PM, M Building Gym and Feb. 25th, Thu. Same time, same place.

Plans were discussed for participating in the NSO Fair. The committee expects to host a table and possibly engage students with trivia-style questions (not Kahoot) and small giveaways-maybe candy.

Ideas for developing a flyer was suggested with the following considerations:

- Content: Brief description of who the committee is and what it does
- QR code linking to the ASC website
- List of latest policies (possibly)
- Simple black-and-white design for flexible printing

Action Item: Volunteers were invited to assist with creating the flyer. Maribel volunteered and offered to share a draft by Friday. She also volunteered to send the finalized flyer to the print shop for event day.

Action Item: Volunteers were invited to table at the Fair. If available, participants are asked to add their names to the shared doc.

4. [Website FAQs](#) and Syllabus Checklist ([In Person](#) and [Online](#))

a. The committee reviewed and expanded a draft Frequently Asked Questions section for the website. Topics discussed include:

- Incomplete grades
- Academic forgiveness
- Course repeat policy
- Transfer credits (T-Rex)
- E-permits
- Applying to graduate (retiring GRD 000)
- Medical leave of absence
- Appeals processes (academic vs. financial aid implications)
- Academic calendar considerations

Members emphasized:

- Linking FAQs to official catalog policies
- Clarifying processes such as which offices handle specific issues
- The goal is to provide brief summaries while directing students to full policy language

Action Item: Members were invited to sign up (list their names) for specific FAQ topics and begin to draft content prior to the March meeting.

b. Syllabus Checklists

Draft in-person and online syllabus checklists were reviewed. Suggested additions included:

- Emergency distance learning policy
- Classroom decorum
- AI/plagiarism policy references
- Relevant policy links

Action Item: Members were asked to review and provide feedback.

Next Steps: Feedback for FAQ Questions and Syllabi Checklists = by Friday, March 13th

Next Meeting: March 16th, 2026. Minute Taker: Sandra Ribeiro

Meeting Adjourned at 3:23 p.m.

Respectfully submitted by Nicolle Fernandes