

Academic Standing Committee (ASC) Meeting Minutes

March 16, 2026, 2:30 PM – 4:10 PM, Zoom

In Attendance: Caterina Almendral (Co-Chair and ELA), Lilla Toke (Co-Chair and English), Abdul Hashim (Registrar), Maribel Arias (Business & Technology), Vera Albrecht (Academic Affairs), Sandra Riberio (Health Sciences), Cynthia Vazquez (Community Health and Wellness), Erika Correa (ACE), Renee Daniels (Admission Services), Sung Lee (Natural Sciences), Omar Ait Hellal (MEC), Alexandra Rojas (Library), and Andrew McFarland (Humanities), Marta Kowalczyk (Academic Appeals), Janet Gonzalez (Natural Sciences),

1. Welcome and Representation Reminder

New members to the group: Cynthia Vazquez, Sungsu Lee, and Omar Ait Hellal. Janet Gonzalez was recognized for her service as the representative for Natural Sciences.

- Quick overview provided by Co-Chairs for new members about the role and responsibilities of the Academic Standing Committee and [reference the website](#).

2. Meeting Minutes

Minutes were sent to members for review prior to the meeting, with a request to submit any corrections. The December minutes were reviewed and unanimously approved. The February minutes were also reviewed and unanimously approved. However, Alexandra did not vote, as she was on medical leave during the past meetings.

3. Updates

a. Brightspace and Revised Grading Scheme

The revised [grading scheme](#) will be automatically applied on Brightspace beginning in Spring II 2026. Currently, faculty must manually update the revised grading. Members are requested to inform their departments.

b. Graduation Process

The procedural change from “Intent to Graduate” to “Apply to Graduate” should be in the catalog.

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

Two members hosted a two-hour table session on Wednesday, February 24, from 2–4 p.m. in the M Building Gym, and again on February 25. Flyers with a QR code linking to the ASC website were shared with students, and a copy is available in the Teams folder. The next session will be held in the fall, with planning in late August to include interactive games (e.g., Padlet, Kahoot).

d. Online Learning Policy:

The policy in the catalog reflects an academic landscape with very few online courses, prior to COVID-19. A new policy will need to be developed, and current information on [Online Learning – LaGuardia Community College](#).

e. Academic Calendar:

The 2026–2027 calendar shared for review was developed based on the CUNY [Calendars | Catalog](#), academic holidays and dates are determined by Title IV federal and state compliance requirements that impact student aid, and are coordinated with the Central Registrar and the Financial Aid Office. Dates are aligned not with named holidays but with Department of Education–mandated timelines. The calendar must reflect a minimum of 12 weeks of instruction and 6 weeks for the session; therefore, reading days have been removed to preserve required instructional time.

Several clarifying questions were discussed within the committee, and consistency in the text was addressed to ensure the calendar remains uniform (e.g., “Irregular Day – classes follow a Wednesday schedule”). Feedback indicated that the calendar is clear and provides important informational references. Tentative dates included in the document will be determined by LaGuardia staff, the President (e.g., Opening Session), or Campus Life.

After all members reviewed the 2026–2027 calendar, the committee voted unanimously in favor. The Senate will review the calendar next.

f. Syllabus Checklists:

The [In Person](#) and [Online](#) Syllabi were reviewed, and members offered additional edits, such as adding “Suggested Syllabus” to the title, including materials to identify what students may need, and adding links to the Academic Integrity and Online Learning websites. These items are informational and represent best practices for departments and faculty to use once the documents are added to the Academic Standing website.

g. Website Project: [Website FAQs](#)

The committee intends to review and expand the Frequently Asked Questions section of the Academic Standing website. Because this will require detailed research and development, it will be moved to a future meeting.

Topics discussed, in previous meeting, 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

h. May/June Meeting:

Members were unanimously in agreement to meet in-person at the May meeting and to remove the June meeting. Members offered conference rooms for the May meeting.

Next Steps: Feedback for FAQ Questions

Next Meeting: April 13th, 2026. Minute Taker: Lilla Toke

Meeting Adjourned at 4:10 p.m.

Respectfully submitted by Sandra Ribeiro