



Committee RECOMMENDATION FORM

- Academic Affairs**
- Institutional Support**
- Student Affairs**
- College Affairs**

Recommendation:

The Academic Affairs committee is recommending the approval of the Academic Reinstatement Committee as follows:

- Remove the Academic Reinstatement Committee as a subcommittee of Academic Affairs as this reporting structure has not been a historical practice.
- Approve the Academic Reinstatement Committee as follows:

Charge: The Academic Reinstatement Committee is an advisory committee tasked with reviewing third academic warning petitions and approving, denying or approving with conditions. This committee will be chaired by the Registrar (or designee), with two faculty representatives (one transfer and one career/technical education) and one representative from CAP Center. The committee will also include an alternate from the CAP Center, to be brought in only when petition volume is significant. Typically, this committee meets the second Tuesday following term start. All members of the committee are voting members and will serve staggered two-year terms.

Membership:

Position	Member	Voting	Years
Director of Admissions/Registrar (or designee) - Chair	Courtney Whetstine	Voting	Standing
FF-1 CTE	Elected by Faculty Forum	Voting	Two Years
FF-2 Transfer	Elected by Faculty Forum	Voting	Two Years
CAP Center Advisor	Appointed by CAP Center Director	Voting	Two Years
CAP Center Advisor (alternate)	Appointed by CAP Center Director	Voting	Two Years

Rationale:

The proposal was originally submitted to Academic Affairs in late 2013. It underwent 2 readings and was recommended for approval to the president. There is no evidence in the AA final report of the year 2013-2014 that the proposal was officially approved by the president, and there is no record of a signed approval form. This was presented to AA for the purpose of completing an official process of review and approval.

History:

The Academic Reinstatement Committee has historically been an informal meeting between Admissions & Records Office administrative staff, faculty and CAP Center advisors. This group meets once per term on the Tuesday of the second week of term start. Recent discussions and research indicates that this committee may not have been formally approved previously and as such, does not appear on the College's 'committee matrix'. Approving this committee gives it formal recognition in the College's process and may better facilitate it being recognized as a faculty service opportunity.


Research indicated that there was mention of an Academic Reinstatement Committee Structure in 2002 in an Academic Affairs first reading, but no further information follows regarding a second reading or implementation can be located.

2002 Proposed Policy Summary: *The Academic Reinstatement Committee, referenced in the third academic warning description below, is a subcommittee of Academic Affairs and is chaired by the Admissions and Records Program Advisor and two faculty advisors (one transfer and one professional-technical). The Committee will meet on the second Wednesday of each term to review reinstatement petitions (approximately one to two hours) and as needed to track any follow-up requirements of the petitions.*

***Additionally, although this policy was reviewed in 2013 and approved by Academic Affairs, it never received final presidential approval so it is being re-reviewed by the 2016-17 Academic Affairs committee.


Timeline for Implementation:

The Academic Reinstatement committee will be incorporated into the General Procedures manual once presidential approval is received.

Submitted by:  /s/ Chair, Academic Affairs Date: 1/12/17

Action taken by the President: Approved Denied Tabled

Comments:

 /s/ President, COCC Date: 1/17/17