

Sample
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YOUNGSTOWN COLLEGE
CLASSROOM COUNSELING COMMITTEE
NOVEMBER 9, 1937

Committee Member: Mr. Dykema

- 1. In re the attendance problem of the last meeting.
 - a. The President of the College does not request that the Committee recommend a blanket reduction of credit for students with a large number of absences, but, rather, a method which will keep the student in reasonable attendance. The Committee may even disregard the absences of last year, with a recommendation that those students with the large number of absences be given full credit for their work. What is your opinion?

I don't like to commit myself because I'm not yet familiar enough with the school

- b. Do you feel that you, as a representative instructor, can be responsible for the presence of the student, without imposing a standard penalty for absence? How? (Weekly quizzes maintain attendance in courses of certain types.)

My tentative answer would be yes; but I should have to make these two important qualifications: (1) I have not been long enough in the institution to warrant my making a final statement as the result of an intimate acquaintance with the students. (2) I hesitate to recommend a policy which would amount to a complete removal of administrative supervision of attendance. I dare say my reluctance is largely

- c. Will you please describe the penalties imposed for absence in the institutions with which you are familiar?

In Columbia College of Columbia University, a maximum number of unexcused absences equivalent to the credit hours of the course is allowed; beyond this, the penalty is a reduction in grade, but no in credit, excepting as the reduction in grade may cause failure. The reduction in grade is determined by a faculty committee, and in actual practice results usually only in a warning unless the offense has been extremely flagrant.

At the Ironwood (Michigan) Junior College excessive absence was supposed to be penalized by an additional final examination. Since this penalized the instructor as much as the student, and gave no further information on the knowledge of the student, it was — so far as I know — never applied.

- 2. The President of the College also asks the Committee to consider the following problems:

- a. If a standard penalty is to be imposed for absences, should this be done for Freshmen only?

I don't think so

- b. Should students who are doing poor work in several courses be required to drop certain courses? If so, which courses and how many?

Probably they should drop the courses they are doing poorly in; but of course that would depend on the student's major, etc.

- c. How can we help the first semester Freshmen to become adjusted?

- Since I'm not here on Thursday I'm handing it in Wednesday, and without as much attention to it as I should give*
3. Please place this sheet after careful study in the mailbox of the Committee Chairman by Thursday of this week.
4. A meeting of the Committee will be held on Friday of this week at 2:00 o'clock P.M., in Room 307. *I have a class from 2 to 3*

Frank M. Semans
Chairman of Committee

Flvd.