

## ADNSA Meeting Minutes – May 28, 2018

**Chair:** Jonathan Tokiwa, *Associate Dean of Academic Education*

**Attended by:** LaToya Lewis, *January class rep*; Jasmine Carino, *Associate Dean of Curriculum and the Residency Program*; Meghan Henesey, *Student Services and Compliance Manager*; Dave Hall, *Registrar*; Cindy Beernink, *Academic Coordinator and Project Manager*

Meeting called to order, no quorum to approve previous meeting's minutes. Minutes have the wrong date.

**Action item:** CB to correct date.

**Action item:** CB to add Meghan Henesey to the meeting invite.

### ***Update on questions re. advanced standing***

In the previous meeting, class reps had raised issue of students not knowing deadline for applying for advanced standing and in some cases had assumed they would automatically be considered for advanced standing. Further discussion today yielded more insights:

- Advanced standing deadlines in the 2017-2018 Year-at-a-Glance. But the term “advanced standing” is not known/intuitive to all students, particularly out-of-province ones.
- Students new to CCNM were mailed (formerly) or emailed (currently) forms for advanced standing. Not all students received mailed packages. Many forms included and reviewed prior to ensure that they were necessary.
- Only transfer credits (other naturopathic colleges) are done ahead of time.
- CCNM currently does not have the technology to automatically detect and process advanced standing.
- Manual review of transcripts/NDCAS submissions is done months before the student arrives, and is targeted for very specific information. (There are hundreds of candidates to review.)
- Some students choose to take courses even if they're eligible for advanced standing (e.g., if they took their qualifying course a long time previously).
- Students who receive advanced standing in a course (or courses) are still currently considered to have 100% course load. Therefore advanced standing does not result in tuition refunds, even if the student's “effective” course load were less than 76%.

Obviously the way information is presented to students is overwhelming, and there is a lot for them to pay attention to. Possible solutions suggested:

- Online orientation or video available to students before they begin the program to help them navigate Moodle.
- Video to help new students understand the relevance of each of the forms they receive and

what action they need to take.

- Checklist for students to use to confirm that they've done everything they need to do administratively before they start the program.
- Waivers condensed to a single one.

**Action item:** MH and DH to review possible solutions for incoming cohorts.

### ***Physiology Update***

Lab portion is getting better. Class rep has met with instructor to provide feedback. LL suggests that college might support instructor by providing help in preparing material for slides.

Discussion of number of students who failed BAS118J. It was 5. Students believed the number was much higher based on seats available in Yardstick for the supplemental exam for this course, but there is no such relationship.

Midterms this semester are one week earlier than usual, which is creating additional pressure on students who have to write one or more supplemental exams from the winter term. Dr. Lumsden has offered additional instruction to the entire class for topics they have found difficult. However, LL suggested supports could be readied for students to prepare them for supplemental exams.

**Action item:** LL to write appeal to JT to request an extension for students writing supplemental exams from the past semester.

### ***Draft Drug and Alcohol Abuse and Prevention Policy***

In order to meet requirements for the U.S. Department of Education, CCNM is developing a drug and alcohol abuse and prevention policy. JC has requested that student reps review it and provide their feedback.

**Action item:** JC to send draft policy to class reps for their review and feedback.

**Meeting adjourned.**