

Academic Affairs Committee Minutes

Date: 2/05/2024, 3:30 - 4:30 pm, MET 208 and Zoom

<p><u>Present (voting members):</u> Annemarie Hamlin (<i>Vice President of Academic Affairs</i>) Jake Agatucci (<i>Transfer Faculty</i>) Ralph Phillips (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Scott Dove (<i>Classified Representative</i>) Paula Simone (<i>Academic Affairs Chair</i>) Kiri Simning (<i>Faculty at Large</i>) Monte Cheney (<i>Transfer Faculty</i>)</p>	<p><u>Absent (voting members):</u></p>
<p><u>Present (non-voting members):</u> Chloe Inoue (<i>Committee Specialist</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>) Tyler Hayes (<i>Registrar</i>) Sara Henson (<i>Faculty Forum Exec. Comm.</i>)</p>	<p><u>Absent (non-voting members):</u> Jared Green (<i>Dave Rep.</i>)</p> <p><u>Guests:</u> Theresa Harper (<i>Instructional Designer</i>) Kristine Roshau (<i>Director of eLearning/Academic Technology</i>)</p>

Meeting called to order at 3:30.

Note: **Approval and Action items written in red.**

Unfinished Business:

1. Review Academic Affairs Committee Minutes from 1/08/2024

Annemarie Hamlin motioned to approve minutes, Ralph Phillips 2nd, Becky Plassmann abstained, motion passed.

2. Review Curriculum Committee Minutes from 1/11/2024 & 1/25/2024.

Reviewed.

New Business:

Action Item: HIM Medical Coding One Year Certificate, 2nd Reading

1. The committee reviewed the sample plan listed within the catalog:
<https://catalog.cocc.edu/programs/health-information-management/health-information-management-aas/#sampleplantext>
2. This isn't an embedded program or a stepping stone, and is rather supplemental to a two-year degree.
 - a. A student could use this certificate as a stepping stone towards their degree, but the language within the proposal is somewhat misleading.
3. This certificate leads students to getting a job, and that information need to be communicated to the state.
 - a. BOLI job data states, "educational requirements for Medical Records Specialists: none", but it is understood that students— with this certificate— are preparing to gain the required licensure.

- b. “This program provides a thorough understanding of ICD-10-CM, ICD-10-PCS, and CPT/HCPCS coding to prepare students to sit for a national coding certification exam to earn credentials as an entry-level professional medical coder.”

Annemarie Hamlin motioned approve, Ralph Phillips 2nd, Becky Plassmann abstained, motion passed.

Informational Item: Addition to the Faculty Peer Review Handbook

1. Paula Simone has moved this from an action item to an informational item, and recommended this proposal for Faculty Senate.
 - a. If this is approved by Faculty Senate, and is relevant to the GPM, it will need to go to College Affairs.
 - b. If approved, the VPAA office will institute this change.
2. This project was developed by the online instruction workgroup in 2019 and part of the charge was to provide information to faculty on best practices for online instruction.
 - a. The existing Faculty Peer Review Handbook is specifically catered to in-person instruction and this new rubric would address the current variety of courses offered.
 - b. This will be supplementary information guiding faculty through the peer review process, and the rubric will reflect the most changes.
3. Jamie Rougeux reviewed the terminology in regards to standards for accessibility.
4. Language has been updated to reflect changes from Blackboard to Canvas.
5. The rubric in the Online Teaching Certification course is aligned with this rubric, and the standards will be the same throughout.
6. This rubric has been piloted with faculty in the past.
7. Is there a vision for how the entire Faculty Peer Review Handbook can possibly be revised, especially since the learning management system supplements various types of teaching modalities?
 - a. It would be helpful to incorporate all of this material into one handbook, with specific sections for hybrid teaching modalities.
 - b. A baseline standard for how faculty should provide information in Canvas would also be helpful (i.e. office hours, contact information).

Reviewed.

Meeting adjourned at 4:45.