Academic Affairs Committee Minutes
Date: 5/13/2024, 3:30 - 4:30 pm, MET 208 and Zoom

Present (voting members):	Absent (voting members):
Ralph Phillips (*CTE Faculty*) Becky Plassmann *(Faculty Senate Representative)* Kiri Simning (*Faculty at Large*) Monte Cheney (*Transfer Faculty*) Paula Simone (*Academic Affairs Chair*) Jake Agatucci (*Transfer Faculty)* Annemarie Hamlin (*Vice President of Academic Affairs*) Scott Dove (*Classified Representative*)	
Present (non-voting members): Sara Henson (*Faculty Forum Exec. Comm.*)	**Absent (non-voting members):** Tyler Hayes (*Registrar*) Jared Green (*Dave Rep.*) Chloe Inoue (*Committee Specialist*) Nicholas Recktenwald (*Director of Assessment and Curriculum, non-voting*) **Guests:** Tony Russell (*Instructional Dean*)

Meeting called to order at 3:30.
Note: **Approval and Action items written in red.**

Unfinished Business:
1. Review Academic Affairs Committee Minutes from 4/29/2024.
Becky Plassmann motioned to approve with edits, Ralph Phillips 2ⁿᵈ, motion passed unanimously.

New Business:
Action Item: Distance Education Committee Proposal, Tony Russell, 2ⁿᵈ Reading
1. Edits were made within the "Committee Membership" section, specifying that the CAFÉ representative is a faculty member.
   a. The representative terms were staggered, all falling between one, two, and three years. A recommendation was made in regards to the section stating, "a representative from the Faculty Forum (one year)"— this should be initially for year, and then for two years.
   b. The Faculty Forum representative would be an elected position, and then if no candidates come forward, would be appointed by the executive.
2. In section C, it specifies "[Application] forms should be submitted a minimum of two (2) contracted terms before the course to be updated will be taught."
   a. This language intentionally specifies "should" since it is understood within the CBA that while it is preferred that these forms be submitted two terms in advance, there are some exceptions in which they will be submitted at a later point.
   b. The CBA will be negotiated in 2025, so language could change in the future.
   c. If the committee wants to instill more rigid parameters, then this language should be altered to reflect that.

3. There were some comments brought up in regards to ADA expectations, noting the section that says, "Universal design and inclusive learning options, including improving course navigation and readability, identifying and remedying barriers to learning…"
   a. Would this actually entail a change to course delivery, if ADA accommodations are already expected within all courses? Currently an ADA accommodation is made in response to an individual request. However, changes will be made at the end of the 2026 academic year, which will require that all courses are accessible.
   b. This could be in reference to a textbook change, or module/session names.
4. Are the first two questions within the "Strategic Planning and Enrollment" section essential to this specific form, or will they create barriers for people applying for this stipend? Should this section be placed elsewhere?
   a. As seen in section C, "The VPAA Office forwards requests…"
   b. Since these questions pertain to narrative and contextual information, they will be removed in order to simplify the process.
5. Remote courses are considered distance education.

Becky Plassmann motioned to approve with edits, Annemarie Hamlin 2nd, motion passed unanimously.

Informational Item: Academic Master Plan, Annemarie Hamlin
1. The Academic Master Plan will be provided after the presentation, for all to review prior to the May 28 meeting.
2. This plan follows the format of the goals of the current strategic plan.
3. There are a number of things that are related to projects or initiative that are currently occurring. For example, anything that references ADA compliance is part of work that is already required for the College and is not an additional requirement.
4. Much of this work can come through training available through the CAFÉ.
5. There is a group working on increasing non-credit training opportunities.
6. This will be placed into a Google Doc and shared so that people can add their comments.

Meeting adjourned at 4:30.