

## Academic Affairs Committee Minutes

Date: 10/9/2023, 3:30 - 4:30 pm, MET 208 and Zoom

<p><b><u>Present (voting members):</u></b> Paula Simone (<i>Academic Affairs Chair</i>) Annemarie Hamlin (<i>Vice President of Academic Affairs</i>) Kiri Simning Jake Agatucci (<i>Transfer Faculty</i>) Scott Dove (<i>Classified Representative</i>) Ralph Phillips (<i>CTE Faculty</i>)</p>	<p><b><u>Absent (voting members):</u></b> Monte Cheney (<i>Transfer Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>)</p>
<p><b><u>Present (non-voting members):</u></b> Beth Palmer (<i>CTE Council Representative</i>) Chloe Inoue (<i>Committee Specialist</i>) Kirsten Hostetler Tyler Hayes (<i>Registrar</i>)</p>	<p><b><u>Absent (non-voting members):</u></b> Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p> <p><b><u>Guests:</u></b> Tony Russell (representative for Nick Recktenwald)</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 9/25/23

**Kiri Simning motioned to approve minutes with edits, Scott Dove 2<sup>nd</sup>, motion passed unanimously.**

### **Action Item:** DPR Revision Proposal

1. Every year at the end the APR process, there is a review meeting going over what went well vs. what could go better. The following comments were representative of chair comments:
  - a. Due to the accessibility of Tableau, they are repeating what can already be found in Tableau resources.
  - b. Presentations weren't especially helpful.
  - c. It is valuable to have SLT/Administration respond to the data.
2. From there a work group was brought together in order to modify the APR process with the goal of reducing labor and increasing meaningfulness.
3. "To better align academic and operational reviews, Academic Program Reviews (APR) and Administrative Unit Reviews (AUR) are now known as Department & Program Reviews (DPR)."
4. The College is reporting on a lot of data, so the new DPR asks disciplines to focus on the most relevant data for them. Also, in order to streamline the document, word limits have been placed on each section.
5. There is a focus on how Diversity, Equity, and Inclusion (DEI) factor into a discipline's review.
6. There is an area where programs can note if their program had a particularly rough year.
7. The DPR values both qualitative and quantitative data.
8. Instead of having presentations, each program will have a core response team (in addition to external players, if applicable).
  - a. Disciplines will work with their deans as they develop the review. Deans, the VPAA, and the Director of Assessment and Curriculum will compose the core of the response team.

- b. After this process disciplines can help make recommendations for how they should present budget requests.
9. At the end of the DPR cycle, there will be follow-up meetings for those who went through DPR.
  - a. This will address kudos and challenges.
10. Kiri Simning mentioned that it would be useful if this document noted the number of years in the cycle.
11. Accreditations follow another cycle, so the thought was how to cut down on the work load.
12. Annemarie noted that this will still need to be brought to program directors.

**Ralph Phillips motioned to approve, Paula Simone 2<sup>nd</sup>, motion passed unanimously.**

**Informational Item: Academic Master Plan**

1. Annemarie brought to the committee the strategic plan goals.
  - a. Annemarie further subdivided this plan into more detailed initiatives and action plans.
  - b. Several existing action projects relate to how Academic Affairs would approach the goal of being a Student-Ready College.
    - Guided Pathways
    - Strategic Scheduling
    - Adult Student Recruitment and Retention Plan
    - Online programs
    - Facilities Master Plan
2. What metrics will this sub-committee use in order to analyze the effectiveness of these goals?
3. What if anything, do we want to add to this?
4. Members in agreement on creating sub-committee out of Academic Affairs, which will likely require 2 or 3 meetings during Fall term, with a presentation expected during Winter term.
  - a. Paula Simone, Kiri Simning, and Scott Dove volunteered for the role.
  - b. Becky Plassmann maybe be interested.

**Reviewed.**

**Informational Item: GPM Changes**

1. G-6-3 “Academic Affairs Committee” needs to be edited to say VPAA, instead of the former VPI title.
2. A flowchart would be useful for the area entitled, “Recommendations for Implementation of and Communications about Approved Proposals”
  - a. Paula Simone will bring a flowchart during week 5 of the term, during which this will be brought as an action item for approval to Academic Affairs.
3. It would be useful if this was one document, so it was more readily searchable. Currently it is subdivided into multiple documents.
4. Add a link to the committee members, in case people need to a point of contact.
  - a. Needs to likewise list Paula Simone as Chair.

**Reviewed.**

*Meeting adjourned at 4:15.*