

Academic Affairs Committee Minutes

Date: 10/23/2023, 3:30 - 4:30 pm, MET 208 and Zoom

<p><u>Present (voting members):</u> Paula Simone (<i>Academic Affairs Chair</i>) Annemarie Hamlin (<i>Vice President of Academic Affairs</i>) Kiri Simning (<i>Faculty at Large</i>) Jake Agatucci (<i>Transfer Faculty</i>) Ralph Phillips (<i>CTE Faculty</i>) Jared Green (<i>Dave Rep.</i>) Becky Plassmann (<i>Faculty Senate Representative</i>)</p>	<p><u>Absent (voting members):</u> Monte Cheney (<i>Transfer Faculty</i>) Scott Dove (<i>Classified Representative</i>)</p>
<p><u>Present (non-voting members):</u> Chloe Inoue (<i>Committee Specialist</i>) Kirsten Hostetler (<i>Barber Library</i>) Tyler Hayes (<i>Registrar</i>)</p>	<p><u>Absent (non-voting members):</u> Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p> <p><u>Guests:</u> Kristine Roshau (<i>Director of eLearning</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 10/9/23

Annemarie Hamlin motioned to approve minutes with edits, Kiri Simning, motion passed unanimously.

Action Item: Adoption of Student Technology and Privacy Policy (G-30-24), Kristine Roshau, 1st Reading

1. The aim is to modify and set a standard for existing practice.
2. The College will disclose to students the academic technology that we use, in regards to Instruction.
 - a. Kristine Roshau is currently working with ITS to make sure this is FERPA compliant.
3. The instructor has the right and ability to require that a student utilizes certain technologies, in accordance with the syllabi.
4. Ralph Phillips noted that students may be using technologies external to the College, such as Twitter or personal emails. How would due diligence apply to these external technologies?
 - a. Kristine Roshau stated that this will only apply to single sign-on resources relevant to the College, not third-party platforms.
 - b. If the student is accessing a technology via Canva single sign-on authentication, then that would fall under due diligence.
5. Is there overlap between the privacy policy from the website, and this documentation?
 - a. This could be an addendum to the privacy policy.
6. OER or other such resources that pass information back to the gradebook would need to go through the College technology assessment process.
 - a. For technologies that need to be accessed, you would submit a technology request form to eLearning.

7. Annemarie Hamlin noted that Office of Academic Affairs should replace Office of Instruction.
8. It would be useful if this policy included draft language that can be incorporated into the syllabi template.
 - a. Kristine Roshau will include draft language for the 2nd reading.
9. This will be split into various proposals.
10. Kristine Roshau will discuss this with Sharla Andresen, in order to make sure that the College won't be liable if a data breach occurs.

Becky Plassmann motioned to approve with edits, Jacob Agatucci 2nd, motion passed unanimously.

Action Item: Draft Language for the Institutional Syllabus, Kristine Roshau, 1st Reading

1. Kristine Roshau will bring this back with edits, for 2nd Reading
2. Note: this was previously incorporated in the "Adoption of Student Technology and Privacy Policy (G-30-24)" proposal, and has since been split into a separate proposal.

Becky Plassmann motioned to approve with edits, Ralph Phillips 2nd, motion passed unanimously.

Action Item: Department & Program Review, Annemarie Hamlin, 2nd Reading

1. Reviewed.

Ralph Phillips motioned to approve, Jacob Agatucci 2nd, motion passed unanimously.

Meeting adjourned at 4:25.