

Academic Affairs Committee Minutes

Date: 11/6/2023, 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 (Dave Rep.) Becky Plassmann (<i>Faculty Senate Representative</i>) Scott Dove (<i>Classified Representative</i>)</p>	<p><u>Absent (voting members):</u> Monte Cheney (<i>Transfer Faculty</i>)</p>
<p><u>Present (non-voting members):</u> Chloe Inoue (<i>Committee Specialist</i>) Tyler Hayes (<i>Registrar</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p>	<p><u>Absent (non-voting members):</u></p> <p><u>Guests:</u> Kirsten Hostetler (<i>Barber Library</i>) Kristine Roshau (<i>eLearning</i>) Beth Palmer (<i>Vet Tech</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 10/23/23

Paula Simone motioned to approve minutes, Becky Plassmann, motion passed unanimously.

Action Item: Student Technology & Privacy Policy, Kristine Roshau, 2nd Reading

1. A lawyer is currently in the process of looking over this policy.

Tabled until more information is provided.

Action Item: Draft Language for Institutional Syllabus, Kristine Roshau, 2nd Reading

1. Reviewed.

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

Action Item: ED Certificate Proposal: STEM in ECE, Nicholas Recktenwald, 1st Reading

1. The concept has been reviewed by the applicable Instructional Dean and the VPAA.
2. If approved, this will go to the Curriculum Committee.
3. These are programs built out of existing courses, and it will span a total of three terms, or one year.
 - a. It will total around 37 or 38 credits.
 - b. The sample plan will need to be built in CourseLeaf.
4. Is the schedule set up so a student can get the certificate in one year?

Becky Plassmann motioned to approve, Kiri Simning 2nd, motion passed unanimously.

Action Item: ED Certificate Proposal: ED Foundations for Licensure, Nicholas Recktenwald, 1st Reading

1. A jump-start or a supplementary step for an AAOT, if a student is interested in teaching K-12.
2. Pages 2-3 should spell out educational assistance.
3. This proposal is useful, since it allows students to become accustomed to classrooms, and is accessible to first generation students.
4. Jared Green asked if this will double for CTE prep courses for a restricted preliminary license.
 - a. Nick will follow up on this inquiry.
5. MTH 211, MTH 212, and MTH 213 need to be taken in sequence.
 - a. This needs to be noted for advising.
6. Is there an alternative course that can be taken, instead of ED 112 Children's Literature & Curriculum?
 - a. Nick will look into this.

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

Action Item: NCDS and Placement (A-4-0), Tyler Hayes, 1st Reading

1. This policy seeks to remove placement as a required enrollment step for non-degree seeking students.
 - a. A majority of our non-degree students run into this barrier and it can be frustrating.
2. 638 students for Fall 2023 were non-degree seeking students, only 507 if you exclude College Now students.
3. Out of 790 total registrations:
 - a. 10% had to take a require prerequisite
 - b. 13% had a recommended prerequisite
 - c. 77% had no required or recommend prerequisite

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

Action Item: Grade Appeal Procedure (A-20-1), Becky Plassmann, 1st Reading

1. It was clarified that this is not a standing committee.
2. When the VPAA decides that there is a Grade Appeals procedure, then a 3-person panel will be instituted for hearings.
3. The Grade Appeal Procedure is in regards to a final grade, rather than in regards to a single assignment.
 - a. It would be helpful if this was clarified earlier on in the documentation, rather than just in the procedural outline.

Scott Dove motioned to approve with edits, Jacob Agatucci 2nd, motion passed unanimously.

Informational Item: Major Transfer Maps – CS & Biology, Tyler Hayes

1. These major transfer maps resulted from a statewide initiative, and three of them have already been implemented.
 - a. More changes may be on the horizon, especially in regards to common course numbering.
2. Two more major transfer maps have been approved, and are in the curriculum process.
3. Academic Affairs doesn't need to approve any of this information, since it's a statewide initiative, and it is required at the College level.
4. In an effort to best assist students, advisors need to be aware of these changes.

Reviewed.

Meeting adjourned at 4:30.