

## Academic Affairs Committee Minutes

Date: 11/20/2023, 3:30 - 4:30 pm, MET 208 and Zoom

<p><b><u>Present (voting members):</u></b> Annemarie Hamlin (<i>Vice President of Academic Affairs</i>) Kiri Simning (<i>Faculty at Large</i>) Ralph Phillips (<i>CTE Faculty</i>) Jared Green (<i>Dave Rep.</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Scott Dove (<i>Classified Representative</i>) Jake Agatucci (<i>Transfer Faculty</i>)</p>	<p><b><u>Absent (voting members):</u></b> Monte Cheney (<i>Transfer Faculty</i>) Paula Simone (<i>Academic Affairs Chair</i>)</p>
<p><b><u>Present (non-voting members):</u></b> Chloe Inoue (<i>Committee Specialist</i>) Tyler Hayes (<i>Registrar</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p>	<p><b><u>Absent (non-voting members):</u></b></p> <p><b><u>Guests:</u></b></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 11/6/23

**Becky Plassmann motioned to approve minutes, Ralph Phillips, motion passed unanimously.**

1. Review Curriculum Committee Minutes from 11/6/23
  - a. Curriculum Committee changed the meeting time to Thursday afternoon at 3:00, throughout Winter term.
  - b. Jared Green will be a new Curriculum Committee member.

**Reviewed.**

### **New Business:**

**Action Item:** ED Certificate Proposal: ED Foundations for Licensure, Nicholas Recktenwald, 2<sup>nd</sup> Reading

1. Courses in the certificate are meant to be aligned as much as possible.
2. Children's Literature course will remain as is, with no alternative offered.
3. During the 11/6/23 meeting, Jared Green had asked if this will double for CTE prep courses for a restricted preliminary license.
  - a. Nick stated that for now, this is not the intended purpose of this certificate.
4. This certificate is meant to be completed in one year.

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

**Action Item:** ED Certificate Proposal: STEM in ECE, Nicholas Recktenwald, 2<sup>nd</sup> Reading

1. Reviewed.

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

**Action Item:** NCDS and Placement (A-4-0), Tyler Hayes, 2<sup>nd</sup> Reading

1. In reference to non-degree seeking students, “such students apply through the regular application process and may need to take the placement assessment prior to registration.”
  - a. Replaced verbiage which stated that these placement tests were required.
2. Reviewed.

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

**Action Item:** Grade Appeal Procedure (A-20-1), Becky Plassmann, 2<sup>nd</sup> Reading

1. Minor edits have been made to sentence structure, but not the content.
2. Jared Green asked how long the appeals process is expected to take.
  - a. This documentation says that the student submits the form, the VPAA reviews and refers the student to the appropriate person, at which the Faculty Senate panel will need to meet and deliberate.
  - b. This would span a 90-day period.
  - c. “The panel, faculty member, and student will be kept informed via COCC email.”
  - d. It may be best to attempt to accommodate the individual needs of each student that undergoes this process.
3. Jacob Agatucci recommended the following addition to the first paragraph: “the following procedures are to be used only to determine whether or not capricious grading has been applied to a student’s final course grade. These procedures are not to be used to evaluate an instructor’s overall assessment procedures or for setting the standards of performance of a course. In other words, the following procedures are only focused on determining whether unusual grading has been applied to a specific student’s work to determine the student’s overall grade.”
4. This documentation appears to be in alignment with the Student Rights and Responsibilities.
5. Edits made to reflect “final course grade.”

**Jacob Agatucci motioned to approve, Kiri Simning 2<sup>nd</sup>, motion passed unanimously.**

**Action Item:** Automotive Maintenance and Light Repair Certificate, Jared Green, 1<sup>st</sup> Reading

1. This program will seek accreditation and will not require new courses, but rather a repackaging of existing courses.
2. This plan is based on a four-quarter setup, so it could be completed either in a full year, or in approximately a year and a half.
  - a. It would be useful to see a sample plan for this.
3. Nick noted that this will need to be reduced to 60 credits, since it can’t be placed at 62 credits.
  - a. How urgent is it that they take the 2 credit “College Success” course?
  - b. Nick and Jared will need to discuss which Human Relations option will be most useful for the students.
4. Automotive students usually take approximately 12 to 14 credits a term.
5. Nick will contact Paula if this documentation isn’t ready for 2<sup>nd</sup> reading at the next Academic Affairs meeting.
6. Tyler noted that the catalog currently states that a one-year certificate can range between 36 – 71 credits.
  - a. The College may need to look into this in more detail, since the goal is to be transparent with students about how much time a certificate will take to complete, in accordance with State guidelines.
7. The Advisory Board letter needs to be signed.

**Becky Plassmann motioned to approve with edits and pending advisory board letter, Ralph Phillips 2<sup>nd</sup>, motion passed unanimously.**

**Action Item:** HIM Medical Coding One Year Certificate, Christina Grijalva, 1<sup>st</sup> Reading

1. The signed Advisory Board letter is pending.
2. The course list may need to be restructured, since some of the “foundational requirements” are not foundational courses.
3. This certificate is over the credit load for a one-year certificate, since it’s currently 60 – 62 credits.
  - a. It will need to either be a one-year or a two-year certificate.
  - b. BI 105 and the correlated 12 credit sequence will need to be looked into.
  - c. Nick will need to work with Christina on this format.
4. It would be helpful if the Academic Affairs Committee looked over whether a sample plan should be included in these proposals.
  - a. This is a self-contained program, which is expected to start for incoming freshmen.
  - b. It would be helpful to have a sample plan, which will address the anticipated prerequisites.

**Ralph Phillips motioned to approve with edits and pending advisory board letter, Kiri Simning 2<sup>nd</sup>, motion passed unanimously.**

*Meeting adjourned at 4:30.*