Academic Affairs Meeting Minutes
Date: 10/19/2015, Monday 3:30-4:30 PM
Location: Max Merrill Room, Library 221

Present (voting members):
Dana Topliff *(Elected by Faculty Forum)*
Jessica Russell *(Elected by Faculty Forum)*
Paula Simone *(Elected by Faculty Forum)*
David Liu *(Elected by Faculty Forum)*
Eddie Johnson *(Faculty Forum President Elect)*
Jenni Newby *(VPI)*
Tim Peterson *(Faculty at Large)*
Colette Hansen *(Classified Rep)*

Absent (voting members):
(Student representative)

Present (non-voting members):
Laura Boehme *(IT Rep)*
Courtney Whetstine *(Registrar)*
Charlie Naffziger *(Department Chairs Representative)*
Eric Weller *(Note taker)*
Vickery Viles *(Curriculum and Workforce Data Specialist)*

Absent (non-voting members):
All present

Guests
Debbie Hagen *(Adult Basic Skills)*
Theresa Freihoefer *(Culinary/Business Department Chair)*
Tony Russell *(Faculty Assessment Coordinator)*

Minutes: *(Note: **Approvals and Action items** written in red.)*

1. **Review minutes from 10/5/15**
   a. It was determined that the attendance roster for voting/non-voting members should indicate members and what their roll is on the committee.
   b. **The minutes from 10/5/15 were unanimously approved with this update.**
2. **SECOND READING: Change to College Now Drop Date** *(1st reading 10-5-15)*
   a. **Dana Topliff motioned to approve the change to college now drop date for second reading. Paula Simone seconded the motion. The vote for second reading was unanimously approved.**
   b. A Committee Recommendation form will be submitted to Shirley Metcalf for approval.

3. **Review of Open Items: Assessment Task Force**
   a. Tony Russell presented updates on the Assessment task force.
      i. They are tasked with creating a culture of inquiry to help support assessment practices.
      ii. They are looking for ways to collect data and show results. A web-based option is being looked into.

iii. They will be working on developing course outcomes.
iv. A central repository for collecting course outcomes will be developed.
v. Need to continue to develop program outcomes for CTE programs.
vi. There are a number of different representatives from across campus on the taskforce. Ron Boldenow, Malinda Williams, Julie Hood-Gonsalves, Wayne Yeatman, and Alicia Snyder are also on the taskforce.

b. Different questions were presented:
   i. What kind of time-frame is there for feeling comfortable that all faculty are on board with the process?
      - It was discussed that COCC has four years and will have much work to accomplish.
   ii. How do we address the issue of turnover with faculty?
      - One way will be to work towards creating a document that can be handed to new faculty.
   iii. Timeline for the taskforce? Will they be around for a set amount of time?
      - The taskforce will be treated as a committee for the first year. This will give the taskforce the opportunity to get infrastructure in place for following years.

4. **DISCUSSION: AA Hospitality Management Proposal**
   a. The proposal will go to PAT but has not yet.
   b. They are just starting stage 1 of the CTE program development process.
   c. A handout was given regarding the process that was approved last year as well as a background on the development process.
   d. It was asked if there were any additional thoughts regarding this process. The following topics were discussed:
      i. Is stage 1 PAT?
      ii. We are in the transition period for using the new process, but there may be GAPs to address.
      iii. Sometimes industry or grants may affect where you are in the process.
      iv. It was seen as important to get approval from the president first so time isn't wasted if a program would not be supported.
      v. Can stages be modified moving forward?
      vi. Are there exceptions?
      vii. Getting students the degree they need helps drive the process.
      viii. It may be good to be sure instruction wants to support.
      ix. Would like to see process put to use then make revisions as necessary.
      x. The ability to have exceptions was discussed, but there is not a clear way on how to do that within the process.
      xi. Should a community college respond to community needs in an efficient way?
      xii. There are many factors to consider when developing a new program from assessment, to Financial Aid, to standards etc.
      xiii. A good goal may be to have a program Financial Aid eligible before it is put in the catalog.
   e. What can be done for the Hospitality Management Proposal?
      i. PAT and Shirley will be contacted to see if this can be approved quickly so that it can move on to the next stages.

5. **Committee Policy & Procedure: Documentation Capture**
   a. Use of Consent Agendas

i. There was a proposal to use consent agendas moving forward. This will help expedite approvals. A consent agenda could include items such as meeting minutes, 2nd readings, etc. If a consent agenda is used the committee would decide to approve the items on the consent agenda vs. each item separately.

ii. DISCUSSION: It was discussed that if a member does not want to be approve one of the items on the consent agenda it would be taken off and put on as a regular agenda item. There would then be a point of discussion for this item followed by a regular agenda item vote.

iii. It was decided a consent agenda will be when applicable moving forward.

b. AA Website

i. It was decided to use a new format for committee members listed on the website

ii. A page will be created explain how we do business in Academic Affairs and this will include links to the different forms that are used.

Meeting Adjourned – 4:30 p.m.

Next Meeting: Monday, Nov 2nd, 2015 – Max Merrill, Library 221 at 3:30 p.m.