

**Academic Affairs Meeting Minutes**

**Date:** 11/2/2015, 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*)  
Eddie Johnson (*Faculty Forum President Elect*)  
Jenni Newby (*VPI*)  
Tim Peterson (*Faculty at Large*)  
Colette Hansen (*Classified Rep*)

**Absent (voting members):**

David Liu (*Elected by Faculty Forum*)  
(*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**

Annie Jenkins (*Disability Services*)

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

1. **Review minutes from 10/19/15**

- a. It was determined that the attendance roster for Dana Topliff should be updated to reflect her title (Elected by Faculty Forum) to be consistent with other members of the committee.
- b. **Paula Simone motioned to approve the minutes from 10/19/15 with this update, and Jessica Russell seconded the motion. The minutes were unanimously approved.**

2. **FIRST READING: Change to Diversity and Disability Statement for Syllabi**

- a. A handout was given by Annie Jenkins highlighting the updates that were made to the new Diversity and Disability Statement per the committee's recommendation.
- b. Annie presented background information regarding some of the reasons for updating the statement.
- c. DISCUSSION: The following topics and questions were discussed regarding the new proposal.
  - i. Are there separate statements for ADA and Diversity and Disability? – No, the proposed statement will replace the old one.
  - ii. Do we have language around emergency evacuation any other place?
  - iii. There wouldn't be evacuation statement in the new statement. This information would still be in the student manual and on the website.



- iv. If students have documented disabilities, would they ever not contact disability services?
  - v. Students can present documentation whenever they want to use an accommodation, there is no deadline. It is requested that students present this in a timely manner.
  - vi. Is there a place where students can go to have the information they need regarding accommodations? – The website is a resource for this.
  - vii. Can the website link be included in the statement?
  - viii. Has this been brought before student affairs?
  - ix. There would be value in having this brought before the student affairs committee.
  - x. If approved how would the information be distributed to everyone?
  - xi. There was a question regarding the order of language in the statement, and how there could be situations that arise where students bypass the SSD department.
  - xii. It's fine to have students see disability services if they present documentation from the doctor and not accommodations from disability services.
  - xiii. Is leading with contact your instructor intentional? -Yes sometimes they may not need a formal accommodation from disability services. This would be at the discretion of the instructor.
  - xiv. If a first reading is done and second reading is done at Student Affairs, does this provide opportunity for feedback from the college community?
  - xv. How much time should a student count on to go through the SSD process? – This can really depend on the student. Sometimes an accommodation letter can be given the same day, and sometimes it may take longer.
- d. **Dana Topliff motioned to approve the new Diversity and Disability Statement for first reading with the following revisions: the website link be added to the statement, SSD (Services for Students with Disabilities) be spelled out. Colette Hansen seconded the motion. There was a show of hands. The voting members passed the statement for first reading with one abstained vote.**

3. **Committee Policy & Procedure: Discussion on AA Oversight of Curriculum Committee**

- a. The Viability task force has been working on the GP manual for two years. They will be making suggestions to College Affairs this week. Suggestions will be made for the Academic Affairs oversight of the Curriculum Committee. It was suggested to look at the Curriculum Committee's charge.
- b. The following questions were presented and discussed: What should AA's role in the business of these committees be? What specific changes should be made (if any) to AA's role with the Curriculum Committee.
  - i. Some members from the AA committee have been on the Curriculum Committee.
  - ii. Does anything that goes to curriculum go through Academic Affairs?
  - iii. Why isn't curriculum a committee that stands on its own?
  - iv. Perhaps issues that go to Curriculum Committee only come to Academic Affairs if there is some sort of issue.
  - v. There can be value in the two committees communicating.
  - vi. The different committee definitions were discussed and it was asked does the curriculum committee fit into its category based off definition?
  - vii. It may fit as an advisory committee based off committee definitions.
  - viii. Are changes to curriculum considered a policy change.
  - ix. Curriculum may have a policy change they need to take to a parent committee.
  - x. It would be good to ask the Curriculum Committee to get on the agenda to discuss and get their feedback.



- xi. Curriculum is part of academic affairs, may not be the best to have as a stand alone committee.
  - xii. Communication is important.
- 4. **Committee Policy & Procedure: Discussion on AA Oversight of Learning Communities Committee.**
  - a. This topic was tabled until next meeting

**Meeting Adjourned – 4:30 p.m.**

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