

**Academic Affairs Meeting Minutes**

**Date:** 1/11/2016, Monday 3:30-4:30 PM

**Location:** Max Merrill Room, Library 221

**Present (voting members):**

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

**Absent (voting members):**

Jessica Russell (*Elected by Faculty Forum*)  
(*Student representative*)

**Present (non-voting members):**

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

**Absent (non-voting members):**

None

**Guests**

Jared Forell (*Admissions and Records*)  
Theresa Freihoefer (*BUS/CCI Department Chair*)

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

1. **Review minutes from 11/30/15**
  - a. The meeting was opened to discuss the minutes from 11/30/15.
  - b. **David Liu motioned to approve the minutes from 11/30/15 with no changes. Colette Hansen seconded the motion. The voting members unanimously approved the minutes with no changes.**
2. **SECOND READING: 'W' Grade & Administrative Withdrawal Policy**
  - a. There was discussion around what the next steps in the process will be if approved by the Academic Affairs Committee. The discussion included: getting presidential approval, updates to the catalog/GP Manual/syllabi, communicating changes to faculty.
  - b. The additional items were also presented during the discussion:
    - i. If/when presidential approval is received, it will be helpful to have this information communicated.
    - ii. It may be helpful to have department chairs disburse the information to faculty members.

- iii. Should a statement regarding Financial Aid and dropping classes be added? – It was determined no additional statement would be added.
  - iv. What is the status of the syllabi review? – This will be an agenda item for the next meeting.
  - v. When similar issues are reviewed by the Academic Affairs Committee it may be helpful to look at the source document for presented items.
  - c. **Eddie Johnson motioned to approve the updates to the ‘W’ Grade & Administrative Withdrawal Policy for second reading with no changes. Paula Simone seconded the motion. The updates were unanimously approved for second reading.**
3. **Review of Curriculum Committee minutes – Discussion Only**
- a. The observation was made that there isn’t an ASCOCC representative for the Curriculum Committee. This also came up in the last committee chair group discussion. The Student Affairs Committee will look at other things they can do to encourage students to serve on committees.
  - b. The idea was presented on giving students an additional stipend for attending meetings.
  - c. It was discussed that there is value for COCC to get students input on these meetings.
  - d. The following updates from the Curriculum Committee were presented:
    - i. Changes occurring within the Medical Assisting Program.
    - ii. The Curriculum Committee is working on a process for retiring programs.
4. **SECOND READING: AA Hospitality Management Proposal**
- a. The meeting was opened for new questions or topics to discuss with the proposal.
  - b. A review was given of the new CTE program process for this year.
    - i. This year we are in the phase of determining how to implement and align the deadlines for the new process. This is due to the timing of the approval and the deadlines within the new process not matching for this year.
    - ii. The different stages of the new process were discussed
    - iii. The process is being worked through this year, and feedback will be provided at the end of the year regarding what goes well and what can be improved.
  - c. There was additional conversation about what the next steps will be for the Hospitality Management proposal if/when approved.
  - d. **Paula Simone motioned to approve the AA Hospitality Management Proposal for second reading with no changes. Colette Hansen seconded the motion. This was unanimously approved by the committee.**

**Eddie Johnson motioned to adjourn the meeting. Colette Hansen seconded the motion. The meeting adjourned at – 4:18 p.m.**

**Next Meeting: Monday, Jan 25<sup>th</sup>, 2016 – Max Merrill, Library 221 at 3:30 p.m.**