Academic Affairs Meeting Minutes
Date: 2/08/2016, 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):
Eric Weller *(Note taker)*
Vickery Viles *(Curriculum and Workforce Data Specialist)*

Absent (non-voting members):
Laura Boehme *(IT Rep)*
Courtney Whetstine *(Registrar)*
Charlie Naffziger *(Department Chairs Representative)*

Guests
Jared Forell *(Admissions and Records))*

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

1. **Review minutes from 1/25/16**
    a. The meeting was open for discussion on the draft minutes from 1-25-16.
    b. It was discussed that items 6 and 7 from the draft minutes should be listed as one item.
    c. **David Liu motioned to approve the minutes from 1/25/16 with the change to list items 6 and 7 as one. Paula Simone seconded the motion. The voting members unanimously approved the minutes with this change.**
2. **Review of Curriculum Committee minutes 2/2/16 – Discussion Only**
    a. There was discussion about the process for requesting a prerequisite for a course. The current policy is that data must be presented as justification for requesting a prerequisite for a class.
    b. At a recent Curriculum committee meeting a prerequisite was requested without having data as justification. The Curriculum committee approved this request as there was research done and a rationale presented for the request.
    c. Further discussion on this topic included:
        i. If you have a good justification, do you have to have the data?
        ii. If no data can be presented, due to different circumstances, there should be some rationale behind the request.

      iii.   Instructors come and go so it is helpful to have some type of justification.

      iv.   It was discussed that there is a range of justifications for data presented.

      v.   One option presented was the Curriculum committee could request that one cohort go through the class and look at the data from this cohort.

      vi.   It was conversed that this is not something to resolve immediately, but it may be something the college wants to look at in the future.

3. **SECOND READING: Nursing Assistant Certification Proposal**
   a. The meeting was open for comments and questions.
   b. There were no comments or questions presented from the college community.
   c. **Paula Simone motioned to approve the proposal for second reading. Dana Topliff seconded the motion. The committee unanimously approved the proposal for second reading.**

4. **Syllabus Template Review – Discussion**
   a. It was noted that the document included in the packet of materials for this meeting is different than the document from the previous meeting. There was additional information added by Tony Russell.
   b. The committee was asked for additional questions and comments. The following topic were presented:
      i. Is it possible to rearrange the order of information presented under the learning outcomes section?
      ii. Do program level outcomes need to be on the syllabus? – Vickery will get clarity from Tony for what he is looking for and come back to the committee with the information.
      iii. It may be helpful to title the sections as course learning outcomes and program-level learning outcomes.
      iv. It was mentioned that it may be good to include the college incomplete policy with grades.
      v. It was asked if there is anywhere that it states the default grading policy for a course, or if students are able to select a grading policy. – It was discussed that COCC does not provide this option for students. Courses are approved as a graded course or as a pass/no pass.
      vi. What is required for a faculty member to have, and what is recommended/optional for a faculty member is a slightly unclear with the current template. Policies are also spread out on different pages. It may be good to centralize this information.
      vii. There was discussion about instructors including the grading policy on the syllabus. It was conversed that the instructor should include this on the syllabus, but that there may not be a requirement on how the information is formatted.
      viii. It would be helpful to include important deadlines for students on the syllabus.
      ix. It may be good to add the items thought to be helpful then go through the items one by one and decide what should be included.
      x. It will also be helpful to not require too much information on the syllabus and leave room for instructors to add what they need.
      xi. Is the section for student insurance required? – Sharla Andresen will be consulted regarding what language may be necessary.
      xii. Do instructors make their own decisions regarding cheating and plagiarism, or should this be a school policy? – There was discussion about the student rights website link, and how this may help cover the issues. The possibility of moving this link to a different location on the syllabus was also discussed.

xiii. Other ideas will be sent to Vickery and will be brought to the committee next meeting.

5. **Academic Calendar-Discussion**
   a. The background information was reviewed regarding the academic calendar, and where COCC is currently.
   b. Currently COCC is using an 11 week fall, winter, and spring term.
   c. An academic calendar workgroup came together and came up with a new proposal that would begin Fall 2017.
   d. The proposal is to move back to a 12 week fall term, 11 week winter term, and an 11 week spring term.
   e. The proposal was brought to the Academic Affairs committee for additional feedback. It will also be brought to other groups across campus for input.
   f. The following items were discussed regarding the proposal:
      i. Do we get the same FTE as 10 weeks, and what is the impact to FTE? – This can be looked into.
      ii. How much discussion was there regarding a course taught in different terms where one term may be longer than the other? – This is not something discussed recently. There was also discussion around snow days often impacting fall term as well as holidays.
      iii. Some students indicate they do not like getting out later in June.
      iv. It was mentioned that fall could have been moved up to start right after summer term.
      v. Has the proposal been discussed with the faculty forum? – Not yet, but it will be brought to the faculty forum.
      vi. Is the academic calendar workgroup still meeting? – Yes
      vii. Are there still discussions with OSU regarding these changes? – At this point no.
      viii. The academic calendar workgroup would like to get a sense if Academic Affairs supports the idea.
      ix. Is it a possibility to have a 12 week fall term, and have the Wednesday before Thanksgiving off as well? – This was discussed previously, but at the time was not perceived as needed.
      x. Can it be discussed to add additional time for summer term? It can be difficult for students as they do not have as much time to learn the material as they do in other terms.
   g. Additional feedback should be sent to Jenni Newby. Updates will be provided to the committee regarding the proposal.

6. **FIRST READING: Pre-Requisite & Requisite Definitions**
   a. The generic term for a pre/co-requisite is requisite.
   b. There is a function in banner that COCC started using called a pre-requisite with concurrency. This function is currently being used, but there is currently not a definition for the function.
   c. If the proposal is approved, pre-requisite with concurrency will be defined as students needing to be enrolled in the class that term or have taken it before.
   d. **Paula Simone motioned to approve the proposal. Dana Topliff seconded the motion. The proposal was unanimously approved for first reading.**

Paula Simone motioned to adjourn the meeting. Eddie Johnson seconded the motion. The meeting adjourned at 4:30pm.

Next Meeting: Monday, February 22nd, 2016 – Max Merrill, Library 221 at 3:30 p.m.