Academic Affairs Meeting Minutes
Date: 3/7/2016, 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)*
    Laura Boehme *(IT Rep)*
    Courtney Whetstine *(Registrar)*
    Charlie Naffziger *(Department Chairs Representative)*

Absent (non-voting members):
    All Present
Guests
    Amy Howell *(Early Childhood Education)*

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

1. **Review minutes from 2/22/16**
    a. The meeting was opened to discuss the draft minutes from 2/22/16.
    b. There were no additional comments regarding the minutes.
    c. **Colette Hansen motioned to approve the minutes from 2/22/16 with no changes. Jenni Newby seconded the motion. The voting members unanimously approved the minutes with no changes.**
2. **Review of Curriculum Committee minutes 3/1/16 – Discussion Only**
    a. It was discussed that the Curriculum committee is in the middle of reviewing many new course approvals/changes.
    b. This work is ongoing, but will not be complete until sometime after spring break.
3. **SECOND READING: ECE-DALE CTE Program**
    a. There were no additional questions or comments presented to the group from the college community.
    b. **Dana Topliff motioned to approve the proposal for second reading. Colette Hansen seconded the motion. The committee unanimously approved the proposal for second reading.**

4. **Prerequisite failure automatic drop policy - Discussion**
    a. The meeting was opened to discuss the proposal. The following questions and topics were conversed:
        i. Does the report used by admissions assume the prerequisite grade will be a C? – Yes, this is the current process.
        ii. When a prerequisite is created, the department currently determines what the passing grade will be for the prerequisite course. Some courses could require a B grade.
        iii. Perhaps language should be added to include the policy that the college has adopted is a prerequisite grade of C.
        iv. If additional language is added, should this be vetted more broadly?
        v. Do we want to avoid the term "passing grade"? Yes, because passing grade would indicate a D as passing.
        vi. Is it possible to adapt the report to each course? – It was discussed there would need to be much testing if the report will be specialized for each course. This option could cause significant issues for students if the reports are not configured correctly and tested thoroughly.
    b. It was determined there will be added language to the policy to clarify a "C" will be the minimum grade requirement for passing a prerequisite course.
    c. The proposal will be brought back to the committee next meeting for first reading.
    d. It was decided curriculum forms will also be updated to remove the option for selecting a prerequisite grade. This will allow for consistency with the policy.
5. **Syllabus Template Review-Discussion**
    a. The syllabus template was sent out to the college community for feedback. The following updates and comments were shared with the group on the sections previously reviewed:
        i. Jessica Winans will work with Annie Jenkins to develop access standards for screen reading programs. This will be included on a support page that will go along with the syllabus.
        ii. Some indicated they like their own template and would like a list of what is required/optional.
            1. The committee discussed this feedback and determined it would be more helpful for students to have a steady format for the syllabus.
        iii. "I don't print the syllabus it is only on my webpage."
            1. It was discussed that the syllabus is required to be in blackboard. This was mandated by the VPI last year.
            2. The syllabus must also be submitted to the department chair/admin.
            3. The committee determined the syllabus should be in blackboard by the first day of class.
        iv. There was a recommendation to insert a website link for hybrid or online courses.
            1. The group included this recommendation.
        v. It was recommended to identify required technology and support contact information.
            1. The committee included this recommendation and updated the language provided in the example.
        vi. It was decided that Independent Accreditation Requirements under Learning Outcomes should be optional.
    b. The committee continued to work through the sections not reviewed at the last meeting. The additional comments were considered and updates were made to the following sections:
        i. Textbook & Course Materials – *Required*

1. The word textbook was removed from this section as not all courses may use textbooks.
2. The required technology recommendation was inserted under this section.

    ii. <u>Course Calendar</u>: Topics and Due Dates – *Required*

        1. Some of the questions and comments presented around this section are below.

            a. There was feedback from the college community indicating that due dates are not liked as faculty may need to be flexible with dates depending on the class.

            b. Another comment was to be sure students understand dates are tentative.

            c. Is the syllabus the correct location to show due dates for assignments?

            d. From a college success standpoint, it is difficult if no due dates are given.

            e. Math classes were given as an example of courses that may need to adjust due dates for students.

            f. The syllabus typically is not updated throughout the term.

            g. It may be unclear to list due dates, then indicate they are tentative.

            h. Students appreciate seeing when exams are going to be on the first day of class.

            i. Major assessments should be included here.

            j. Should the schedule be a different document?

        2. It was decided that the committee will think on this section and revisit it next meeting.

        3. "Assignments and Estimated Due Dates" was listed as a place holder for ideas.

    iii. <u>Grading and Assignments</u> – *Required*

        1. No updates were made

    iv. <u>Grading Scale</u> – *Required*

        1. "Exceptional Performance" was updated to "Outstanding Performance".

        2. Incomplete grade policy and withdrawal policy was put in the section.

    v. <u>Course Policies</u> – *Optional*

        1. Changes to the syllabus/deadlines/assignments was added.

        2. Email policy was added.

        3. The incomplete grade policy was removed from this section and added under the "Grading Scale" section.

    vi. <u>COCC Policies</u> – *Required*

        1. A table was inserted to give generic deadlines for students taking full-term classes.

        2. Language will be updated to the COCC Non-Discrimination Policy. The current language is not up to date.

        3. The "Student Insurance" and "Physical Contact Statement" subsections were determined to be optional under this section.

    vii. <u>COCC Services</u> – *Optional*

        1. It was determined this section would be optional.

c. There will be a statement created and posted to the website that relates to the syllabus template.

d. The Edits will be made to the syllabus template and sent out to the committee for review. The template will be reviewed again next meeting.

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

Next Meeting: Monday, April 4, 2016 – Max Merrill, Library 221 at 3:30 p.m.