Academic Affairs Meeting Minutes
Date: 4/4/2016, Monday 3:30-4:30 PM
Location: Max Merrill Room, Library 221

Present (voting members):
    Eddie Johnson *(Faculty Forum President Elect)*
    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)
    Jenni Newby *(VPI)*

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
    None

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

1. **Ad Hoc Discussion items**
    a. It was asked if there is clarification on how the General Procedures manual gets updated after proposals are approved. Tim will follow up with Kathy Smith of the College Affairs committee to get additional information. The College affairs committee is working to correct these types of issues.
    b. It was discussed that the process for updating the GP manual now is to first make updates on the web. These updates then get published in the PDF version of the GP manual each fall.
    c. The Viability committee is going to make the recommendation to have the College Affairs committee as the owner of the GP manual maintenance.
    d. It was mentioned that one of the roles at the end of the year for the Academic Affairs committee may be to submit a final report to make sure the master PDF GP manual gets updated.
    e. The question was presented: what if a policy is approved in the spring for summer but no one is informed? – It was discussed that updates throughout the year are cataloged in the online version of the GP manual.

  f. The recommendation was made to include a target term on the Academic Affairs proposal checklist.

2. **Review minutes from 3/7/16**
   a. The group was asked if they had questions or comments on the draft minutes from last meeting.
   b. There were no questions or comments regarding the minutes.
   c. **David Liu motioned to approve the minutes from 3/7/16 with no changes. Paula Simone seconded the motion. The voting members unanimously approved the minutes with no changes.**

3. **Review of Curriculum Committee minutes 3/15/16 – Discussion Only**
   a. The group discussed the Curriculum Committee draft minutes from 3-15-16.
   b. It was observed that many changes are occurring with the curriculum in the culinary department.
   c. There were no additional comments on the draft minutes.

4. **FIRST READING: Prerequisite failure automatic drop policy**
   a. It was determined last meeting to add additional language to the prerequisite failure automatic drop policy. The policy was reviewed with the added language.
   b. The following questions and topics were discussed:
      i. Do students who are currently taking a prerequisite course need an override to register for a course with the prerequisite requirement? – No, they are ok to register if they are enrolled in the prerequisite course. After grades post for the term, the student would be withdrawn from the course if they did not receive a passing grade in the prerequisite course.
      ii. It may be appropriate to amend COCC's prerequisite policy to state students need to receive a C grade or better in a prerequisite course. This would help align the current proposal and the language in the college catalog where this is referenced.
      iii. It may be helpful to create a policy that makes it clear that an instructor cannot override a prerequisite, perhaps, without chair approval. This would be particularly helpful for part-time instructors. Some instructors may sign a blue form not realizing this overrides all requirements for a class. – It was discussed that if instructors grant online approve they are able to give specific overrides. There has been a revision to the part time instructor training to have them make approvals online vs. on a blue form.
   c. The prerequisite definition/policy will be reviewed next meeting.
   d. **Paula Simone motioned to approve the proposal for first reading. Eddie Johnson seconded the motion. The proposal was unanimously approved for first reading.**

5. **Syllabus Template Review-Discussion**
   a. The revised syllabus template and guidelines were reviewed.
   b. The following items were discussed with the syllabus template and guidelines.
      i. The guideline draft will be part of the syllabus template. There will be a link from the website to the guidelines.
      ii. Is the syllabus a contract or an implied contract? What if it is not signed? – Tim will check with Sharla Andresen regarding this question.
      iii. The definition of a policy is defined as something approved by a governance committee. As a result, it was determined to update the "Syllabus Guidelines" to "Syllabus Policy".
      iv. There was a recommendation to make the policy short and the procedure more in depth.
      v. It is the policy of the college to give the department administrative assistant a copy of the syllabus. This can be stored electronically or as a paper copy.

     vi.   The syllabus template and guidelines will be revised before being presented for first reading.

     vii.   The syllabus has been treated as a contract for a long time, and being able to change this mid-term can cause issues. It may be good to have the dates on a separate document. – It was determined that listing the schedule as "tentative" is sufficient.

     viii.   There is a need for flexibility in the schedule, but inflexibility with the rest of the syllabus.

     ix.   Should the syllabus template be approved by the committee as a policy or as a procedure? – The consensus was to send this through as a procedure.

     x.   For next meeting everything previously determined as required will be listed on the policy sheet, and the template will be procedural.

     xi.   The following sections were reviewed: <u>Course Calendar: Topics and Due Dates</u>, <u>Assignments and Estimated Due Dates</u> and the below topics were discussed.

         1.   These sections may vary from one discipline to the next.

         2.   At a minimum, topics should be listed on the syllabus.

         3.   The principle behind the sections was discussed(students must be aware of what will happen during the term).

         4.   It was recommended that topics/assignments could be listed specifically, or it could stated on the syllabus where students can go to obtain this information.

         5.   It was mentioned that it is helpful for students to know some due dates.

         6.   It was determined to make the above sections procedural. Topics will be left as not optional, schedule will be optional, and due date of major events will be recommended.

     xii.   Vickery will capture the changes and send out to the committee members. Committee members can then distribute the information to various groups for feedback.

6. **Academic Affairs Process: Documentation Capture**

    a.   There was discussion earlier in the year about ways to improve committee processes. One topic discussed was documenting committee processes on the academic affairs webpage.

    b.   A web-based platform was presented to the committee as a potential option for document capture.

    c.   The intention is to implement this at the end of spring term.

    d.   What is used for the Academic Affairs committee will act as a model for other committees across campus.

    e.   The committee was asked for feedback regarding the webpage

       i.   One idea proposed was to add a way to capture approval items.

Paula Simone motioned to adjourn the meeting. Colette Hansen seconded the motion. The meeting adjourned at 4:31pm.

Next Meeting: Monday, April 18, 2016 – Max Merrill, Library 221 at 3:30 p.m.