Academic Affairs Meeting Minutes
Date: 5/16/2016, Monday 3:30-4:30 PM
Location: Max Merrill Room, Library 221

Present (voting members):

Eddie Johnson *(Faculty Forum President Elect)*
David Liu *(Elected by Faculty Forum)*
Colette Hansen *(Classified Rep)*
Dana Topliff *(Elected by Faculty Forum)*
Jessica Russell *(Elected by Faculty Forum)*
Jenni Newby *(VPI)*

Absent (voting members):

(Student representative)
Paula Simone *(Elected by Faculty Forum)*
Tim Peterson *(Faculty at Large)*

Present (non-voting members):

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

Absent (non-voting members):

Laura Boehme *(IT Rep)*

Guests

Tony Russell *(Humanities)*

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

1. **Review minutes from 5/2/16**
    a. It was noted Tony Russell should be listed as a guest.
    b. There were no additional questions or comments regarding the minutes.
    c. **David Liu motioned to approve the minutes from 5/2/16. Dana Topliff seconded the motion. The voting members unanimously approved the minutes with the noted change.**

2. **SECOND READING: Learning Outcomes and Assessment Committee Proposal**
    a. The proposal previously passed for first reading was updated to include: a correction to the academic year the committee will begin, and a list of persons from across campus that may be invited to serve on the LOA committee.
    b. The updated proposal was reviewed and the following questions/comments were discussed:
        i. Is it required to invite individuals only from the list? – No, the list is just suggesting individuals.
        ii. Will faculty have the option to meet with this committee if they need assistance? – Yes, this is the plan for the future of the committee.

iii. Will Tony be continuing as the lead person? – Tony will serve on the committee, but the committee will determine who will be chair.

iv. As a subcommittee, what is the relationship to Academic Affairs? – When the proposal was drafted it was determined to have LOA as a subcommittee to AA so that any recommendations would not need to go through Curriculum committee before going to AA.

c. **Dana Topliff motioned to approve the proposal for second reading. David Liu seconded the motion. The committee unanimously approved the proposal.**

3. **Review of Curriculum Committee minutes 5/10/16 – Discussion Only**
   a. The group discussed the following questions and topics from the Curriculum minutes:
      i. Should changes be approved by the deans? (Load unit question from minutes)
         1. It is currently unclear in the workflow if curriculum oversees the contact hours to load unit changes that can occur with courses.
         2. It was clarified this question is referring to if the dean's should have oversight of this in the curriculum workflow.
         3. An example was given regarding a class changing to mostly lab format and how this can affect the cost of a class.
      ii. Very little documentation on load and how it's calculated (statement from Curriculum minutes).
         1. Is it stating that people are not filling in this section? – It was discussed that there is work to do with this documentation, not that forms are incomplete. The Load Assessment Workgroup's efforts may assist with this issue.
      iii. Version Control and Google Drive.

4. **SECOND READING: Syllabus Policy**
   a. The syllabus policy was revised to include a statement about the purpose of the syllabus.
   b. The revised syllabus policy and template were reviewed by the committee and the below feedback and topics were discussed:
      i. Faculty would like flexibility in the syllabus format.
      ii. Overall, the responses from the college community are that it is important for content to be consistent.
      iii. One question presented from faculty is: What if the template is not used?
      iv. Is it possible to create one location for COCC policies to be listed and link this to the syllabus template? There was concern the syllabus template may be too long.
         1. Blackboard was discussed as an option.
         2. It was mentioned that keeping the policies on the syllabus template could be the mechanism used for staying in compliance with some of the policies.
         3. COCC is in the process of purchasing a curriculum software that will also have a college catalog component that could aid with this. As a result, this may be better done at a later date.
         4. Generating a website link would produce an additional place where information would need to be updated. A recent example was shared regarding an updated policy.
      v. Are instructors required to go over the syllabus on the first day of class? – Faculty would like a reply.
      vi. It is important for students to have the ability to pick up a syllabus and find the information needed.

      vii. There is some confusion with the policy statement and the template. Some things do not seem to align. The grading scale was given as an example.
1. A proposal will be submitted to Academic Affairs by next fall to review COCC's grading structure.
2. The wording may be adjusted to make the grading section more clear.
3. HHP has an adopted grading policy.

    viii. The grading and assignments section is to be used as an overview. It does not indicate instructors must give detail on how all homework assignments are graded.

      ix. Can there be a statement added that due dates are subject to change? – This topic will be addressed again next meeting.

       x. It was decided to table the proposal to allow faculty more time to review the syllabus policy section before next meeting.

5. **Academic Affairs Process: Academic Affairs Charge Review**
   a. Tim will be creating a proposal for the College Affairs committee to address the recommended changes to the committee charge. The recommendations were made at previous meetings.
   b. It was asked if the proposal needs to be approved from Academic Affairs before it is submitted to College Affairs. - The committee does not need to approve the proposal before it goes to College Affairs. College Affairs will be the committee reviewing and approving the proposal.
   c. It was recommended that Tim send out a draft of the proposal to the members for feedback before submitting to College Affairs.

6. **Academic Calendar-Discussion Only**
   a. The Academic Calendar approved by the president was passed out to the group.
   b. The approved calendar begins next year and goes through the 2019-2020 academic year.
   c. A proposal will be submitted to the College Affairs committee to create a policy covering the process for creating/approving the Academic Calendar.
   d. The calendar was also shared with the Bend-Lapine superintendent so they can consider aligning spring breaks.

Eddie Johnson motioned to adjourn the meeting. Dana Topliff seconded the motion. The meeting adjourned at 4:34pm.

Next Meeting: Monday, June 6, 2016 – Max Merrill, Library 221 at 3:30 p.m.