

Academic Affairs Meeting Minutes

Date: 6/6/2016, 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*)
Tim Peterson (*Faculty at Large*)

Absent (voting members):

(*Student representative*)
Paula Simone (*Elected by Faculty Forum*)

Present (non-voting members):

Eric Weller (*Note taker*)
Vickery Viles (*Curriculum and Workforce Data Specialist*)
Courtney Whetstone (*Registrar*)
Laura Boehme (*IT Rep*)

Absent (non-voting members):

Charlie Naffziger (*Department Chairs Representative*)

Guests

Mara Kerr (*Nursing*)
Stephanie André (*Humanities*)

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

1. **Ad-Hoc Items:**

- a. The new faculty forum elected committee members were announced to the group:
 - i. Mara Kerr
 - ii. Stephanie André
 - iii. Ralph Phillips
- b. Tim updated the committee on the change in membership proposal he presented at the last College Affairs meeting.
 - i. College Affairs liked the change to the note taker position, but will work on coming up with a new title for the position. College Affairs also requested to have a written description of the position. This will be completed by Tim in the work he is doing with the Shared Governance workgroup.
- c. The committee was informed on a proposal submitted by the Shared Governance workgroup to College Affairs involving policy approvals.
 - i. The current recommendation is to have policy proposals approved by the VPI rather than the president.

ii. This will be discussed further before a final decision is made.

2. **Review minutes from 5/16/16**

- a. The meeting was open to review the minutes from the last meeting.
- b. There was discussion on the status of the syllabus proposal.
 - i. It was mentioned it is hard to get a feel for how many faculty may have provided feedback.
 - ii. It was noted the proposal has been posted to Staff Commlines for the college community to review.
- c. There were no additional questions or comments regarding the minutes.
- d. **Dana Topliff motioned to approve the minutes from 5/16/16. Colette Hansen seconded the motion. The voting members unanimously approved the minutes with no changes.**

3. **Review of Curriculum Committee minutes 5/24/16 – Discussion Only**

- a. The group briefly discussed the recommendations made to the College Affairs committee by the Curriculum committee
 - i. Overall, the recommendations were well accepted.

4. **SECOND READING: Syllabus Policy**

- a. The syllabus policy section of the minutes from last meeting were reviewed.
- b. The following items were discussed from the minutes:
 - i. The syllabus template will not be a required part of the policy. It will be a guide.
 - ii. Where will the new syllabus policy and template be located? – It will be in the General Procedures manual.
 - iii. Should instructors be required to go over this on the first day of class?-This was not amended last meeting.
 - iv. It was decided last meeting to insert the word “example” with the grading scale.
 - v. A proposal will be submitted in the fall to standardize COCC’s grading policy.
 - vi. The policy requires syllabi to include due dates for major graded work. – This should allow instructors to have some flexibility with their course schedule.
- c. The last sentence of the policy statement will be written to state: Instructors must complete *each* syllabus and post it to the Blackboard course site before the first class meeting of the term.
- d. The effective date on the syllabus policy will be updated to fall of 2016.
- e. Is the top portion of the syllabus policy included in the policy statement?-Yes
- f. The word DRAFT will be removed.
- g. The template will be reposted under the faculty resources website.
- h. **Dana Topliff motioned to approve the syllabus policy for second reading. David Liu seconded the motion. The committee unanimously approved the syllabus policy with the edits mentioned.**

5. **Academic Affairs Presentation Checklist Revision-Discussion Only**

- a. There have been recommendations made throughout the year to make modifications to the committee’s current presentation checklist.
- b. The following items have been recommended:
 - i. Include a checkbox to indicate what the proposal is for (i.e. information/procedure/policy/feedback).
 - ii. Create a name for the proposal.
 - iii. Clean up the formatting so it is clear where information should be input.



- c. The committee recommendations will be brought to the College Affairs committee. College Affairs is currently reviewing the use of a general presentation document that will be used by policy committees.

6. **Committee Closure**

- a. A recap was given on the proposals approved through Academic Affairs for 2015-16. A matrix of these items will be included on the Academic Affairs webpage. The items are listed below:
 - i. College Now Drop Date-**approved**
 - ii. Change to Diversity and Disability Statement for Syllabi-**rescinded**
 - iii. W' Grade & Administrative Withdrawal Policy-**approved**
 - iv. New Hospitality Management Degree and Certificate-**approved**
 - v. New Nursing Assistant Certificate-**approved**
 - vi. Pre-requisite with Concurrency definition-**approved**
 - vii. New Early Childhood Education DALE certificate-**approved**
 - viii. Prerequisite Failure Automatic Drop Policy-**approved**
 - ix. Syllabus Policy/Template-**approved**
 - x. LOA Committee Proposal-**approved**
- b. The discussion on committee processes will continue into next year.
- c. Upcoming Items:
 - i. A grading policy proposal.
 - ii. An update and possibly a proposal from the Program Support Improvement taskforce.
 - iii. There will be changes to make to the Academic Affairs committee charge once College Affairs completes their review of the current proposal from the Shared Governance workgroup.
 - iv. Possibly work regarding student evaluations and faculty promotions.
- d. Vickery provided updates to the committee regarding upcoming items for the Curriculum committee.

Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:10pm.

Next Meeting: Monday, September 26, 2016 – Max Merrill, Library 221 at 3:30 p.m.