

**Academic Affairs Meeting Minutes**

**Date: 10/31/2016, Monday 3:30-4:30 PM**

**Location: Max Merrill Room, Library 221**

**Present (voting members):**

Eddie Johnson (*Faculty Forum President*)  
Stephanie Andrè (*Elected by Faculty Forum*)  
Colette Hansen (*Classified Representative*)  
Dana Topliff (*Elected by Faculty Forum*)  
Betsy Julian (*VPI*)  
Tim Peterson (*Faculty at Large*)  
Mara Kerr (*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 (*Director of Curriculum & Assessment*)  
Ralph Phillips (*ChairMoot Chair Elect*)  
Brian Bubak (*CTE Representative*)

**Absent (non-voting members):**

Courtney Whetstine (*Director of Admissions & Registrar*)  
Jeff Floyd (*IT Representative*)

**Guests:**

Layla Solar (*Admissions and Records*)

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

**1. Review Minutes from 10/17/16 Meeting**

- a. The meeting was open to review the minutes from the last meeting.
- b. Update from Tim: He went to College Affairs and they approved CTE council representative (Brian Bubak).
- c. They also approved the change in title to the "Note taker" position. It will now be the committee specialist.
- d. Will Colette be added to the committee matrix?
- e. **Tim will follow up with Terri Botts regarding the new matrix.**





- i. Some programs may need scales set. EMS and HIT are examples where the grading scale is set to accreditation standards.
  1. Comment there is not a concern with programs doing this for accreditation standards, but concern that other departments could adopt a scale that may not be appropriate for a program.
  2. The group also discussed prerequisites in the EMS program, and what happens when students do not pass. There were also comments about students using blue forms for approval, and what this means for registration (instructor approval on a blue form overrides all registration requirements).
- ii. Perhaps there may not be as much concern with the topic as it initially seems. This will become more transparent as a proposal is reviewed.
- iii. It's possible instructors will start defaulting to the grading scale example in the new syllabus template.
- iv. Even if there is consistency, there are issues within the topic that may need further review (i.e. A+ grades).
- v. If a C- grade is added, will this be considered a passing grade?
- vi. The impact on student scholarships will be something to consider.
- vii. The language in the college catalog will be something to address. Over time, there have been changes to how this is listed, and it has significant impacts on certificates and degrees.
- viii. Keep in mind how this will impact the catalog production.
- c. Eddie will wait for ChairMoot/CTE council to present more data before a proposal is submitted to Academic Affairs.

**Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:30pm.**

**Next Meeting: Monday, November 14, 2016 – Max Merrill, Library 221 at 3:30 p.m.**