

**Academic Affairs Meeting Minutes**

**Date: 11/27/2017, Monday 3:30-4:30 PM**

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

**Present (voting members):**

Stephanie André (*Transfer Faculty*) – Chair

Jessica Giglio (*Transfer Faculty*)

Amy Harper (*Faculty Forum President-elect*)

Betsy Julian (*VPI*)

Deb Malone (*Faculty at Large*)

**Absent (voting members):**

TBD (*ASCOCC representative*)

Barbara Bellinger (*Classified Representative*)

Brian Bubak (*Matthew Lachance - Winter & Spring Term*) (*CTE Faculty*)

Ken Swartwout (*CTE Faculty*)

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

Stacey Donohue (*Shared Governance Workgroup*)

Jeff Floyd (*IT Representative*)

Krista Leaders (*Committee Specialist*)

Mary Nelson (*Committee Specialist*)

Vickery Viles (*Director of Curriculum & Assessment*)

Ron Boldenow (*ChairMoot Representative*)

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

TBD (*CTE Council Representative*)

Courtney Whetstine (*Director of Admissions & Registrar*)

**Guests:**

Carson Haury (*CIS*)

Ralph Phillips (*CIS*)

Michael Hansen (*Business*)

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

**Old Business**

**1. Review Minutes from 11/13/17 Meeting**

- The meeting was open to review the minutes from 11/13/17.
- Corrections and additions made to member list:
  - i) **Matthew Lachance will replace Brian Bubak as a CTE Faculty voting member for the Winter & Spring Term**

- **Debbie Malone motioned to approve the minutes with the corrections noted. Amy Harper seconded the motion. The committee unanimously approved the minutes with the above listed corrections.**

2. **Review Curriculum Committee minutes**

- a) Curriculum Committee DID NOT meet on 10/31 and had a very brief meeting on 11/21. Here are the decision items, which are all very minor:
  - i) Approve 11/7/17 committee minutes
  - ii) Second reading on Humanities Course Revision (FA 101: Increase credits 3-4, SLO update, minor course description change, no changes from first reading)
  - iii) Second reading on Human Services courses with no changes from first reading (HS 161: SLO update, minor course description change; HS 162: SLO update, minor course description change; HS 210: SLO update, minor course description change, minor title change; HS 205: SLO update, minor course description change)
- b) Vickery summarized the Curriculum Committee minutes process. She noted the committee rarely makes changes the minutes from the draft version to the final version.
- c) Betsy Julian noted AA committee purpose is to be generally aware of Curriculum Committee process. Provide oversight for the Curriculum Committee.
- d) LOA Committee is an internal group that will present a couple of times a year to AA to keep the committee in the loop.
- e) Draft minutes will be acceptable for AA

3. **Information Item: Party for Mary**

- Come celebrate our friend and devoted Committee Specialist Mary Nelson, who will retire from COCC at the end of fall quarter!
- Details: Thursday, 12/7, at Broken Top Bottle Shop, 4:30 – 6:30

4. **Second Reading: General Education Outcome Revision Proposal**

- a. **Jessica Giglio motioned to approve the second reading of the General Education Outcome Revision Proposal; Amy Harper seconded the motion. The committee unanimously approved the second reading of the proposal.**

**New Business**

**A. First Reading: Amendment to COCC Program: Accounting Clerk Certificate of Completion**

- a. Amy Harper asked for clarification regarding the appearance of no changes to the program. One program is ending and a new program is beginning. Vickery explained it is a procedural issue to bring the program into compliance with the state.
- b. **Jessica Giglio motioned to approve for a first reading with no suggested changes, Amy Harper seconded.**
- c. Stacy mentioned there is precedent for immediately following up the first reading with a motion to approve for a second reading on items that are very straightforward
- d. Vickery suggested approving for a Final approval.
- e. **Debbie Malone motioned to approve for Final approval, Amy Harper seconded.**

**B. First Reading: Stage two of CIS Cybersecurity AAS proposal**

- a. Ralph Phillips mentioned he recently learned the AS degree may be a better option for the program instead of the AAS degree.



- b. Purpose of the degree is for the student to transfer to a bachelors program due to the lack of employers in Central Oregon.
- c. Big selling point of the degree is the transferability of 70 to 100 credits.
- d. OIT would take 60-80 credits. Ralph is confident OIT would take 75 credits
- e. Vickery suggested the program outline the specifics of the curriculum for transferable units.
- f. A short-term certificate must be related to an approved AAS
- g. Cybersecurity is new to higher education, making the development of a programs and transferability difficult since community colleges and universities are developing programs concurrently.
- h. Cybersecurity could impact other programs with increased enrollment
- i. For an AS degree to be developed consideration needs to be put into which class choices would be considered for meeting GE requirements.
- j. Vickery asked about completing the degree online. Ralph indicated it is an aspirational goal.
- k. Feedback from employers is to include more Technical Writing courses for the degree.
- l. Vickery addressed the “no start-up costs.” Costs to be addressed:
  - i. Marketing
  - ii. Faculty training
  - iii. Accreditation
  - iv. Faculty Instruction Load Costs
  - v. Hardware, software, licensing, fees
- m. Program can potentially have difficulty in attracting viable students.
- n. An AS degree is far more academically demanding than an AAS
- o. Ron Boldenow asked how dynamic the degree program could be. Ralph indicated it is the nature of computer sciences.
- p. It was suggested an AS degree could be customized for specific students.
- q. An AAS in place allows the flexibility of creating an individualized AS degree in Cybersecurity. Individualized AS degree programs are very labor intensive for advisors and the Registrar.
- r. Once an individualized AS plan has been created for a student and the process completed to add it to GradTracks, then the degree is available for use by any student in the program.
- s. Recommendation is to revise the document, working on curriculum specifics and costs. Return for a 2<sup>nd</sup> first reading.
- t. Based on feedback Ralph will return on December 11, 2017 with revisions to the proposal

Betsy Julian motioned to adjourn, Amy Harper 2<sup>nd</sup>

The meeting adjourned at 4:35pm.

**Next Meeting: Monday, December 11, 2017 – Max Merrill, Library 221 at 3:30 p.m.**