

Academic Affairs Meeting Minutes

Date: 12/11/2017, 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*)
Barbara Bellinger (*Classified Representative*)
Brian Bubak (*Matthew Lachance - Winter & Spring Term*) (*CTE Faculty*)
Ken Swartwout (*CTE Faculty*)

Absent (voting members):

TBD (*ASCOCC representative*)

Present (non-voting members):

Jeff Floyd (*IT Representative*)
Krista Leaders (*Committee Specialist*)
Vickery Viles (*Director of Curriculum & Assessment*)
Ron Boldenow (*ChairMoot Representative*)
Courtney Whetstine (*Director of Admissions & Registrar*)

Absent (non-voting members):

TBD (*CTE Council Representative*)
Stacey Donohue (*Shared Governance Workgroup*)

Guests:

Carson Haury (*CIS*)
Ralph Phillips (*CIS*)
Eric Magidson (*CIS*)
Dan Alberghetti (*CIS*)

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

Unfinished Business

- 1) **Review Minutes from 11/27/17 Meeting**
 - a) The meeting was open to review the minutes from 11/27/17.
 - i) Betsy asked for clarification of Debbie Malone's name.

- b) Betsy asked for clarification regarding statement f.
Change to: A short-term certificate must be related to an approved AAS
- c) **Motion to approve the minutes Barbara, 2nd Debbie with suggested changes**

2) Review Curriculum Committee minutes 11/21/17

- a) No questions or comments

New Business

1) Information Item: Policy Proposal Flowchart

- a) Stephanie asked if everyone would like to discuss today or table it until 1/8/18.
- b) Amy asked what some terms mean in specific committees
- c) Betsy suggested it would be useful to take the time to investigate the delineation between material that is supposed to go to College Affairs and what goes to Academic Affairs.
- d) Committee Specialist will contact Erica Waldbillig to make approved changes to GP Manual
- e) Decision was made to table the flowchart discussion until 1/8/17

2) Courtney gave a status update on the 2017-18 Grading Policy Task Force. Proposed changes are currently in the VPI office for approval.

3) Chairmoot Status Update – Ron Boldenow

- a) The Peer Evaluation Handbook as well as the process needs revision. Since it involves changes to the GP Manual the revisions will need to go through Academic Affairs. Looking for more volunteers, specifically faculty to assist with the revisions.

4) First Reading: 65+ Tuition Waiver Proposal - Courtney

- a) Proposal is meant to streamline the process for 65+ students
- b) Amy Harper asked for clarification in the budget section of the proposal regarding the payment of tuition and fees by 65+ students.
- c) Vickery asked for clarification of if this is a policy or a procedure issue. Courtney indicated based on the definition of procedure it did not rise to level it should be in the procedure manual. The lack of clarity in terms of policy or procedure shows there is some cleaning up of the language in the manual.
- d) Courtney and Betsy will return with a proposal of where the policy should reside in the GP Manual.

- e) **Betsy motioned for a second 1st reading with suggested changes on January 8, 2018 to allow time to investigate where the policy goes in the GP Manual. Jessica seconded.**

- f) **Proposed changes:**

OVERVIEW OF PROGRAM OR POLICY

Supporting this proposal is the fact that a low number of 65+ students are registered (36 in fall term) ~~these students are~~ as degree-seeking.

BUDGET

Given that these students are not paying any tuition or fees, these costs are currently being absorbed by the college.

- 5) Second First Reading: Stage 2 of CIS Cybersecurity AS proposal
- a) Eric read a prepared statement regarding the need to include a Cybersecurity degree.
 - b) Cybersecurity AS proposal is a collection of existing classes that in theory will transfer to OIT (Oregon Institute of Technology) in pursuit of a Bachelor's Degree.
 - c) Schedule of classes based on a two-year model.
 - d) Small group of students to begin with under close advisement to determine how they are progressing in the program.
 - e) Some local employers and high schools can assist with the promotion of the program to current employees and students.
 - f) Bend-LaPine School District will be starting a new focused high school in Fall 2018 that will have a technology pathway. CIS is looking to work with the high school to build a pathway for students to start at the high school with basic technology and the intention to transfer to COCC and then a 4-year program.
 - g) Amy worries about the CIS department setting the precedence of marketing when COCC does have a PR department.
 - h) The PR department has set up a committee to assist with targeted marketing in times of low enrollment.
 - i) Vickery noted COCC needs to own the responsibility of growing a program. It is time to look at marketing programs that are not traditional marketing. (potential IT students don't look for posters they are looking online and in forums) There is a responsibility of COCC to commit to marketing in the growth stage.
 - j) The new marketing committee can collaborate with content experts to get the messaging right.
 - k) If the program is not solely an online program, the market is still there with Oregon/Pacific Northwest students. There are jobs within the PNW for students in the program.
 - l) Is there an advantage for COCC being seen as a partner with OIT? Courtney said we have a strong partnership with OIT. The partnership is beneficial to the students and COCC because OIT works with COCC in the alignment of programs.
 - m) The technological requirements if the program is outgrown in 2 years could potentially be larger rooms, more online offerings, higher bandwidth. An increase in students working remotely could stress the upload bandwidth, creating a slower upload speed.

Amy motioned to approve for a second reading, Barbara 2nd. Approved

- 6) Second First Reading: Stage 2 of CIS Cybersecurity Short-Term Certificate of completion proposal
- a) Four classes that would be upper level CIS classes related to networking and security. In the end, they would receive a certificate for padding their resume.

Betsy motioned to move to a 2nd reading. Jessica 2nd Approved

Betsy Julian motioned to adjourn, Amy Harper 2nd

The meeting adjourned at 4:37pm.

Next Meeting: Monday, January 8, 2018 – Max Merrill, Library 221 at 3:30 p.m.