

**Academic Affairs Meeting Minutes**

**Date: 4/17/2017, Monday 3:30-4:30 PM**

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

**Present (voting members):**

Eddie Johnson (*Faculty Forum President*)  
Stephanie André (*Elected by Faculty Forum*)  
Betsy Julian (*VPI*)  
Tim Peterson (*Faculty at Large*)  
Dana Topliff (*Elected by Faculty Forum*)  
Colette Hansen (*Classified Representative*)  
Jessica Russell (*Elected by Faculty Forum*)  
Brian Bubak (*Elected by Faculty Forum*)

**Absent (voting members):**

Truman Merrifield (*Student representative*)

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

Eric Weller (*Note taker*)  
Vickery Viles (*Director of Curriculum & Assessment*)  
Ralph Phillips (*ChairMoot Chair Elect*)  
Deborah Malone (*CTE Representative*)

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

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

**Guests:**

none

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

1. **Review Minutes from 4/3/17 Meeting**
  - a. The meeting was open to review the minutes from the April 3<sup>rd</sup> meeting.
  - b. It was mentioned that the Title IX proposal should be listed in the minutes as being tabled until the next 4-17-17.
  - c. **Dana Topliff motioned to approve the minutes with the noted change. Brian Bubak seconded the motion. The minutes were unanimously approved with this change.**
2. **Discussion Only: Review of Curriculum Committee Minutes from 4/11/17.**
  - a. It was discussed that the Curriculum committee is wrapping up their work on the 17-18 submissions. They are starting to see submissions for 18-19.
  - b. There were no additional comments regarding the minutes.



3. **Update: Grading Policy Taskforce**

- a. The taskforce is working on issuing a survey regarding the grading scale.
  - i. The survey will be given to: ASCOCC, all faculty, instructional deans/VPI, and student affairs.
  - ii. The survey will likely go out by the end of the week.
- b. The committee will also begin work on reviewing the policy vs. procedure aspects of the proposal.

4. **FIRST READING: Title IX Syllabus Statement**

- a. It was discussed that including the Title IX statement on the syllabus policy and template is being proposed as there are regulations in place that require schools to include this information.
- b. The statement is not currently included in the syllabus policy or template.
- c. The current syllabus policy and template was handed out to the group.
- d. The following questions and topics were discussed:
  - i. Is this language coming from another school?
    1. It was mentioned that the statement is fairly standard across schools.
  - ii. The statement is similar to the non-discrimination statement, however they are different.
  - iii. Betsy worked with Dianne Ross in creating the language included in the proposal.
  - iv. Is this something to include in the catalog?
    1. **Vickery will check with Dianne to determine if this should be included in the college catalog.**
  - v. What is the expectation of the enforcement on syllabi?
    1. The enforcement will be the job of the department chairs.
  - vi. What does this mean for a student missing multiple classes due to pregnancy?
    1. It was discussed this would be something to follow up with Dianne Ross in HR on.
    2. Some classes (i.e. science) may recommend not taking certain labs.
    3. Can students be penalized if they determine not to participate?
      - a. This would be up to the individual faculty members.
      - b. It would be important for faculty members to come up with alternative options for this type of situation.
    4. Meeting the outcomes of the course would still be an expectation.
  - vii. What does "athletics" mean in the context of the statement?
  - viii. Is it suitable for the college to maintain a page that these types of statements can be linked to?
    1. It was discussed that the full statement will be included on the syllabus template, and the syllabus policy will reflect this requirement.
- e. **Dana Topliff motioned to approve the proposal for first reading. Colette Hansen seconded the motion. The committee unanimously approved.**

5. **Ad Hoc Discussion:**

- a. It was mentioned that CLEP testing will be a topic that will come to the Academic Affairs committee for review soon.
- b. The membership of next year's committee was discussed. The following members terms will be up at the end of 16-17 academic year:
  - i. Colette Hansen



- ii. Tim Peterson
  - iii. Dana Topliff
  - iv. Jessica Russell
  - c. It was mentioned that it may be good for someone currently on the committee to consider being the committee chair next year. This would prevent a newly elected member from serving as chair in their first year.
  - d. It was mentioned that Tim is currently serving his term in the faculty at large position which is typically a two year term. As a result, the newly elected member for this position will only be serving a one year term.
  - e. The committee was asked if the “committee matrix” document used in past years is something to continue moving forward.
    - i. A downside mentioned is that if there is more than one source, often one gets outdated. As a result, the recommendation was made to no longer use the document.
    - ii. The use of this document will be discussed again further at a future meeting.
- 6. FIRST READING: Graduation Policy**
- a. This item was tabled until the next meeting. Revisions are still being made before the proposal is ready for first reading.

**Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 3:59pm.**

**Next Meeting: Monday, May 1, 2017 – Max Merrill, Library 221 at 3:30 p.m.**