

Academic Affairs Meeting Minutes

Date: 3/19/2018, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

<p><u>Present (voting members):</u> Stephanie André (<i>Transfer Faculty</i>) – Chair Jessica Giglio (<i>Transfer Faculty</i>) Amy Harper (<i>Faculty Forum President-elect</i>) Deb Malone (<i>Faculty at Large</i>) Ken Swartwout (<i>CTE Faculty</i>) Barbara Bellinger (<i>Classified Representative</i>) Matthew Lachance (<i>CTE Faculty</i>) Betsy Julian (<i>VPI</i>)</p>	<p><u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>)</p>
<p><u>Present (non-voting members):</u> Jeff Floyd (<i>IT Representative</i>) Stacey Donohue (<i>Shared Governance Workgroup</i>) Krista Leaders (<i>Committee Specialist</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Jared Forell (<i>Guest - Department of Admissions & Records</i>)</p>	<p><u>Absent (non-voting members):</u> Courtney Whetstine (<i>Director of Admissions & Registrar</i>) Thor Erickson (<i>ChairMoot Representative</i>) Wayne Yeatman (<i>CTE Council Representative</i>)</p>

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

Unfinished Business

- 1) **Review Minutes from 3/5/18 Meeting**
 - a) The meeting was open to review the minutes from 3/5/18.
 - i) No corrections
 - b) **Motion to approve the minutes Jessica 1st, Deb 2nd. Motion passed.**
- 2) **Discussion Only: Review Curriculum Committee minutes from 3/6**
 - a) Amy Harper noted the incorrect department and discipline in item 2 of the consent agenda.
 - i) Requested a change to be **WLC Department, Ethnic Studies**

New Business

- 1) Status Update on CIS Cybersecurity short-term certificate of completion (Betsy)
 - a) The short-term certificate has been approved to go to the Board for final approval in the 2nd week of April.
 - b) Proposed Cybersecurity AS degree program has been put on hold for now

- 2) Discuss questions and suggested revisions for section G-6-3 of GPM—“Academic Affairs Committee”
 - a) Some changes suggested last year were made to the GPM and others were not
 - b) Web page is not aligned with GPM primary functions of Academic Affairs.
 - c) Item 4 in the GPM G-6-3 AAC Learning Community Committee is on hold due to lack of funding, support and momentum. It was decided it is easier to put the committee on hold rather than create a new committee in the future.
 - i) LOA (Learning Outcomes and Assessment) needs to be added to item 4 in the GPM manual.
 - ii) The Academic Reinstatement Committee should be removed from item 4
 - iii) Combine item 4 and 7 to read: **Keep informed on these committees by reading their minutes and/or getting periodic updates.**
 - d) Amy Harper suggested resources for faculty for LOA, Academic Affairs, incoming Department Chairs etc., be housed on the intranet.
 - e) Curriculum is ready to move towards using the intranet for their materials if Academic Affairs can provide leadership.
 - f) Delete item 7 in the GPM G-6-3
 - g) **Suggested change:**
 - i) **Chair Election: The committee shall elect a new Chair by the mid-April meeting.**
 - h) **Suggested change to Membership, Voting Status and Terms**
 - i) **Elected by the Faculty Forum**
 - ii) **Curriculum and Workforce Data Specialist, Vickery will provide new title**
 - i) **Presentations to Academic Affairs suggested changes**
 - (1) **Delete bullet 1: Significant changes (changes of 30% or more) to programs, degrees, creation of new programs.**
 - (2) **Amend bullet 3:** Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block scheduling, grading policies, final exam schedules; **excluding faculty promotion, tenure and evaluation.**
 - (3) **Align the Presentations to Academic Affairs with the Presentation Checklist**
 - j) **Amy motioned to approve the changes so far, Barbara 2nd. Motion passed.**
 - k) Amy suggested tabling the discussion of Presentations to Academic Affairs section to April 2nd

Amy Harper motioned to adjourn, Betsy Julian 2nd

The meeting adjourned at 4:33pm.

Next Meeting: Monday, April 2, 2018 – Max Merrill, Library 221 at 3:30 p.m.