

**Academic Affairs Meeting Minutes**

**Date: 5/14/2018, Monday 3:30-4:30 PM**

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

<p><b><u>Present (voting members):</u></b>          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>)          Betsy Julian (<i>VPI</i>)</p>	<p><b><u>Absent (voting members):</u></b>          TBD (<i>ASCOCC representative</i>)          Matthew Lachance (<i>CTE Faculty</i>)</p>
<p><b><u>Present (non-voting members):</u></b>          Stacey Donohue (<i>Shared Governance Workgroup</i>)          Courtney Whetstine (<i>Director of Admissions &amp; Registrar</i>)          Thor Erickson (<i>ChairMoot Representative</i>)          Vickery Viles (<i>Director of Curriculum &amp; Assessment</i>)          Ralph Phillips (<i>CTE Council Representative</i>)          Jeff Floyd (<i>IT Representative</i>)          Krista Leaders (<i>Committee Specialist</i>)</p>	<p><b><u>Absent (non-voting members):</u></b></p>

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

**Unfinished Business**

- 1) **Review Minutes from 4/30/18 Meeting**
  - a) The meeting was open to review the minutes from 4/30/18.
    - i) Approved with no changes
  - b) **Motion to approve the minutes Deb 1<sup>st</sup>, Barbara 2<sup>nd</sup>. Motion passed.**
- 2) **Discussion Only: Review Curriculum Committee minutes from 4/24 and 5/1. No changes.**
- 3) **Information Item: Status update from Learning Outcomes and Assessment Committee** (Mindy Williams)
  - a) After reviewing the resources for LOA in multiple locations, the committee has decided to make more intentional use of the redesigned website.
  - b) Reviewed the assessment plan process and rubric.
  - c) Made design changes to the form
    - i) Will provide links to describe categories on the LOA website and to show examples
    - ii) Simplified, clarified, and improved the overall process
  - d) Working on awards to be handed out in the Fall on Assessment Day
  - e) 2018-19 will see 3 new At-Large Members

- 4) **Information Item: Status Update on AA's revisions to section G-6-3 of the GPM and AA web page (Stephanie)**
- i) More specific directions regarding downloading the form first and then save were added to the Forms page.
  - ii) Terri Botts reorganized the Committee Members page to show separation of voting members from non-voting members
  - iii) It was decided that adding more specific information for faculty committee members, such as department, and tenure status is not consistent with other committee web pages and the college is trying to maintain a level of consistency on the website.
  - iv) Stephanie took the AA revisions to GPM to College Affairs and they have suggested the sub-section numbers should be removed from the AA GPM information.

### New Business

**1) Information Item: COCC Award Definition Proposal**

- a) Input from CTE Council (Ralph)
  - i) Majority of program directors and chairs of CTE program the minimum standard for Prerequisite and Core Courses should be a C or higher; Support and Other courses should be a minimum of D or higher.
- b) Tentative plan for task force on related instruction (Vickery)
  - i) Charge is to make a recommendation to AA on a policy and relevant procedures for related instruction
    - (1) Define communication, computation and human relations
    - (2) Align with state accreditation standards
    - (3) Assessable learning outcomes
    - (4) Define criteria to guide approval decisions in Curriculum Committee
  - ii) Committee should meet weekly in order to meet the timeline to allow for implementation during 2019-2020 being effective 2020-2021.
  - iii) Betsy will go to Chairmoot and e-mail CTE Council for volunteers for the Task Force. Committee to be in place prior to the end of Spring 18 term and have at least one meeting before summer break.

**2) First Reading: Proposal to disband the Learning Community Committee (Betsy)**

- a) Committee has not been active for a couple of years
- b) The charge currently is a very bureaucratic committee and some members would like to reform the committee to have a more philosophical charge for developing communities of learners.
- c) **Jessica 1<sup>st</sup>, Deb 2<sup>nd</sup> motion passed by majority. One abstention.**

The meeting adjourned at 4:35pm.

**Next Meeting: Monday, June 11, 2018 – Max Merrill, Library 221 at 3:30 p.m.**