

Academic Affairs Meeting Minutes

Date: 10/15/2018, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

<p><u>Present (voting members):</u> Jessica Giglio (<i>Transfer Faculty</i>) – Chair John Liccardo (<i>Transfer Faculty</i>) Amy Harper (<i>Faculty Forum President</i>) Michael Hansen (<i>Faculty at Large</i>) Betsy Julian (<i>VPI</i>) Wayne Yeatman (<i>CTE Faculty</i>) Ken Swartwout (<i>CTE Faculty</i>) Barbara Bellinger (<i>Classified Representative</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>) Jared Forell (<i>Admissions & Registrar Representative</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Krista Leaders (<i>Committee Specialist</i>) Paula Simone (<i>CTE Council & ChairMoot Representative</i>)</p>	<p><u>Absent (non-voting members):</u> Open (<i>Shared Governance Workgroup</i>)</p> <p>Guest Michael Murphy (<i>Director of E-Learning</i>)</p>

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

Unfinished Business

- 1) **Review Minutes from 9/24/18 Meeting**
 - a. The meeting was open to review the minutes from 9/24/18.
 - i) **Motion to approve the minutes John Liccardo 1st, Barbara Bellinger 2nd. Motion approved with suggested edits**
- 2) Review Curriculum Committee minutes from 10/9

New Business

- 1) **Information Item: Present charge for LMS review task force (Michael Murphy)**
 - a) Committee will review LMS systems in use across the state
 - b) No state mandated LMS
 - c) D2L (Desire to Learn), Canvas, Blackboard, Moodle, are currently in use across the state
 - d) The strategic plan work has prompted the review of the current LMS system in use at COCC to determine if staying with Blackboard is best or recommend moving to a new LMS system. Assess potential needs for the future.
 - e) Emailed faculty to create a task force of interested faculty. The review will be completed this academic year. If the recommendation was to change LMS systems, implementation could take more than 13 months.

- f) The goal is to have the best product that will allow progress in future degree offerings, like online degrees.
 - g) The progress of the process will be transparent and available through intranet postings and video updates.
 - h) More people outside of the task force will be included throughout as the need arises. It was suggested to include a student or a representative from Student Affairs in the process.
 - i) The task force will make a recommendation to Academic Affairs, who will determine what the next step will be in the process. Next steps could be getting the buy in from Strategic Plan Committee, the President, and technology process.
 - j) **Barbara motioned to endorse the task force with suggested changes to the charge, John 2nd, motion approved.**
 - i) **Add a step between Outcomes 5 and 6 to make a recommendation to Academic Affairs, if recommendation is to move to a new LMS, include suggested next steps.**
 - ii) **Add a student or Student Affairs rep to the membership of the task force**
 - iii) **Add E-Learning reps to task force membership**
- 2) ~~First Reading: Stage 2 of AAS of Automotive Technology in Electronics and Diagnostics (TED) proposal (Ken Mays)~~ **REMOVED FROM AGENDA**
- 3) **Updates on current task forces**
- a) Award definition task force
 - i) Align what we award with what we have been approved for at the state
 - ii) Grade requirements
 - (1) C or higher requirement
 - (2) CTE suggested they might want to shift the requirement to be in their core courses, rather than the outside courses
 - iii) Recommendation to the Board by December 2018
 - iv) Suggested to add to the agenda for reading and questions prior to recommendation
 - b) **Related Instruction task force**
 - i) Task force is to define related instruction
 - ii) CTE 1-year and 2-year certificates and degrees require 3 credits each in computation, communication and human relations
 - iii) 2010-2011 human relations requirement was defined, could need some updating, but a framework is in place
 - iv) Computation and communication need outcomes and criteria curriculum committee will use to approve

- v) Requirement is filled by building computation and communication courses specific to the program or discipline, Culinary Math, Business Communication. The question is how do we know what is OK and is every instructor qualified to teach the courses?
Curriculum committee is having to make decisions about courses without having clear guidelines
- vi) Task force has defined tasks and guidelines.
 - (1) Ask CTE what skills their students need in their areas to be successful in the workplace
- vii) Task force will report with an update to Academic Affairs before Winter Break

The meeting adjourned at 4:27pm.

Next Meeting: is scheduled for October 22, 3:30 – 4:30, Max Merrill room