

Academic Affairs Meeting Minutes

Date: 11/05/2018, 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>) Michael Hansen (<i>Faculty at Large</i>) Ken Swartwout (<i>CTE Faculty</i>) Wayne Yeatman (<i>CTE Faculty</i>)</p>	<p><u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>) Barbara Bellinger (<i>Classified Representative</i>) Amy Harper (<i>Faculty Forum President</i>) Betsy Julian (<i>VPI</i>)</p>
<p><u>Present (non-voting members):</u> Jared Forell (<i>Admissions & Registrar Representative</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Jeff Floyd (<i>IT Representative</i>) Krista Leaders (<i>Committee Specialist</i>)</p>	<p><u>Absent (non-voting members):</u> Open (<i>Shared Governance Workgroup</i>) Paula Simone (<i>CTE Council & ChairMoot Representative</i>)</p>

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

Unfinished Business

- 1) **Review Minutes from 10/29/18 Meeting**
 - a) The meeting was open to review the minutes from 10/29/18.
 - i. **Motion to approve the minutes Wayne Yeatman 1st, Michael Hansen 2nd.**
- 2) **Review Curriculum Committee minutes from 10/30**
- 3) **Second Reading: Stage 2 of EMT 1-Year Certificate proposal**
 - a) **John Liccardo motioned to approve, Wayne Yeatman 2nd, motion passed unanimously**

New Business

- 1) **First Reading: Awards Definition proposal**
 - a) Feedback from Chairmoot prompted a few changes for first reading
 - b) Added an overview of award requirements
 - c) Added 2-year duration to 2-year certificate and 1-year duration to 1-year certificate
 - d) Delineated in page layout with a horizontal line what information will go to the board
 - e) Changed the Focus Area recommendation from 4 major Oregon public institutions to 3
 - f) CTE performance standard for prerequisites to be C or better in core courses
 - g) Discussion ensued regarding residency requirements for awarding a Career Pathway Certificates award from COCC. These are the number of credits that must be earned at COCC, even if a student transfers required courses to COCC
 - i) Minimum residency credits are generally defined at a minimum of 25%; in the proposal, awards have a range of credits and the residency credits are calculated from the low end.
 - ii) Do faculty think 3 COCC credits is sufficient number of credits to earn for a 12 credit COCC award?

- h) **John Liccardo motioned to approve first reading, Wayne Yeatman 2nd, motion passed unanimously.**

- 2) **First Reading: Incomplete Policy Language proposal (GPM-30-12 Grades)**
 - a) Current policy on incompletes is not conducive to all of the classes that COCC offers
 - b) Aviation Flight Labs are not in line with the incomplete policy due to weather conditions that may delay a student's ability to complete the class in the defined time
 - c) The new language will create flexibility for non-standard courses by removing the 75% completion to receive an "I" and leave it up to the discretion of the instructor.
 - d) The student and the instructor will enter into a contract detailing the conditions of completion.
Instructor can extend the completion time up to 4 terms
 - e) Unfulfilled contracts will convert to a "F" or "NP"
 - f) Discussion ensued regarding the role of Deans in the process and the language in the contract form
 - i) Contract would need faculty signature, Chair signature and copy to the Dean.
 - ii) The contract between student and instructor should be completed before the end of the term.
 - g) **John Liccardo motioned to approve first reading, Michael Hansen 2nd. Motion passed unanimously.**

The meeting adjourned at 4:34pm.

Next Meeting: is scheduled for November 19, 3:30 – 4:30, Max Merrill room