Academic Affairs Meeting Minutes
Date: 09/23/2019, Monday 3:30-4:30 PM
Location: Max Merrill Room, Library 221

Present (voting members): John Liccardo *(Transfer Faculty)* – Chair Michael Hansen *(Faculty at Large)* Kirsten Hostetler *(Transfer Faculty)* Dan Alberghetti *(CTE Faculty)* Wayne Yeatman *(CTE Faculty)* Carolyn Schmidt *(Classified Representative)* Julia Russell *(ASCOCC representative)*	**Absent (voting members):** Amy Harper *(Faculty Senate President)*
Present (non-voting members): Betsy Julian *(VPI)* Tyler Hayes *(Director Admissions & Registrar)* Steve Broadbent *(IT Representative)* David Schappe *(CTE Council)* Jane Morrow *(ChairMoot Representative)* Vickery Viles *(Director of Curriculum & Assessment)* Krista Leaders *(Committee Specialist)*	**Absent (non-voting members):** TBD *(Shared Governance Committee)*

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 6/10/19
   a) **Wayne Yeatman motioned to approve, Michael Hansen 2nd, with suggested edits, motion passed unanimously**
2. Review Curriculum Committee minutes from 6/11/19

New Business

1. **Informational Item: Establish Norms for Academic Affairs Committee**

   a) Canceling will occur the Wednesday prior to a meeting if necessary.

   b) Materials for each meeting will be sent out prior to the next meeting for review. Materials will also be uploaded to the Outlook folder and posted on the committee webpage.

   c) Presentations will begin with questions. The expectation is materials are reviewed prior to the meeting and the presenter can spend time answering questions about the proposal.

   d) Quorum is essential for the committee to do its work. Attendance is important.

      i. Canceled meetings slow the process for approval.

2. **Informational Item: Review Academic Affairs Committee Charge**

a) Reviewed the charge of the committee

b) Reviewed the workgroups and sub-committees of Academic Affairs

    i. Two standing sub-committees

        (1) LOA, Learning Outcomes and Assessment

        (2) Curriculum

    ii. Three active workgroups

        (1) Academic Master Plan

            (a) Will return to the committee with updates in the fall

        (2) Related Instruction

            (a) The group is in the final stages of the work and will return in the fall with updates.

        (3) LMS, Learning Management System, Review

            (a) Have been researching alternative LMS and will return to the committee with recommendations

c) Reviewed Modified Robert's Rules of Order.

3. **Informational Item: Review 2018-19 End-of-year Report**

The meeting adjourned at 4:04 pm.
Next Meeting: is October 21, 3:30 – 4:30, Max Merrill room