

Academic Affairs Meeting Minutes

Date: 11/18/2019, 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*)
Amy Harper (*Faculty Forum President*)
Betsy Julian (*VPI*)
Julia Russell (*ASCOCC representative*)

Absent (voting members):

Absent (non-voting members):
Vickery Viles (*Director of Curriculum & Assessment*)

Present (non-voting members):

Tyler Hayes (*Director Admissions & Registrar*)
Steve Broadbent (*IT Representative*)
David Schappe (*CTE Council*)
Jane Morrow (*ChairMoot Representative*)
Aimee Metcalf (*Shared Governance Committee*)
Krista Leaders (*Committee Specialist*)

Guests

Tina Hovekamp (*Library Services Director*)
Delia Go (*Project Coordinator Title III*)

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 11/4/19
 - a) **Kirsten Hostetler motioned to approve, Michael Hansen 2nd, motion passed unanimously with suggested edits.**
2. Review Curriculum Committee minutes from 11/5/19 & 11/12/19
 - a) **Reviewed**

New Business

1. **2nd Reading Action Item: NEW Program Proposal – Office Professional (Michael Hansen)**
 - a) **Approved - Amy Harper motioned to approve, Wayne Yeatman 2nd. Motion passed unanimously.**
2. **2nd Reading Action Item: Related Instruction amendments (Betsy)**
 - a) **Approved – Michael Hansen motioned to approve, Dan Alberghetti 2nd. Motion passed unanimously.**

3. **1st Reading Action Item: Academic Master Plan (AMP) (Tina Hovekamp)**

- a) Workgroup used the Strategic Plan Summit, Academic Program Reviews and Administrative Unit Reviews feedback as a starting point for establishing needs to reach each of the goals in the Strategic Plan.
- b) 3 year plan and each AMP initiative corresponds to the Strategic Plan
- c) All full-time faculty had an opportunity to provide input in determining the importance of each initiative.
- d) Initiatives are measurable and the workgroup is developing metrics for assessment
- e) Each initiative has a lead member from the workgroup assigned to monitor progress.
 - i. Leads will set benchmarks and report to/update Academic Affairs periodically
- f) The workgroup was created to define the plan. Academic Affairs owns the AMP and should review the data every year.
 - i. Academic Affairs should provide oversight for implementation of initiatives.
 - ii. Establish a tracking calendar with deadlines for leads.
- g) Academic Affairs may form a sub-committee for managing the Academic Master Plan.
- h) Request for 2nd reading to include the names of the leads.
- i) **Approved – Amy Harper motioned to approve, Wayne Yeatman 2nd. Motion passed unanimously.**

The meeting adjourned at 4:07 pm.

Next Meeting: is December 2, 3:30 – 4:30, Max Merrill room