

Academic Affairs Meeting Minutes

Date: 10/05/2020, Monday 3:30-4:30 PM

Location: Zoom

Present (voting members):

Dan Alberghetti (*CTE Faculty*) – Chair
Matthew Higgins (*Faculty at Large*)
Jacquelyn Coe (*Transfer Faculty*)
Alan Nunes (*CTE Faculty*)
Andria Woodell (*Faculty Forum Representative*)
Carolyn Schmidt (*Classified Representative*)
Kirsten Hostetler (*Transfer Faculty*)
Betsy Julian (*VPI*)

Absent (voting members):

TBD (*ASCOCC representative*)

Present (non-voting members):

Steve Broadbent (*IT Representative*)
David Schappe (*CTE Council*)
Jane Morrow (*Chairmoot Representative*)
Tyler Hayes (*Director Admissions & Registrar*)
Vickery Viles (*Director of Curriculum & Assessment*)
Krista Leaders (*Committee Specialist*)

Absent (non-voting members):

Aimee Metcalf (*Shared Governance Committee*)

Guests:

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 9/21/2020
 - a. Suggested edit Faculty Forum President to Faculty Forum Representative
 - b. **Andria Woodell motioned to approve with suggested edit, Jacquelyn Coe 2nd, motion passed unanimously**

New Business:

- 1) Action Item: Review GPM section G-6-3 Academic Affairs Committee (AAC) pages 23-26 for possible changes. (Dan)
 - a) Discussion ensued regarding the relevance of using the Academic Affairs Action Item Signature Form.
 - i) The current structure of the Academic Affairs committee and the role of the VPI in the committee makes the form unnecessary now.
 - b) Discussion ensued about the current membership and should it be revised.
 - i) Remove the ITS Representative from the committee membership, but consult ITS when agenda items involve technology.
 - ii) Add a representative from Faculty Senate as voting.

- iii) Change the Faculty Forum Representative to non-voting.
- iv) Membership changes will need to go through College Affairs and will take effect in 2021-2022
- v) Betsy suggested adding reviewing new program proposals to primary functions prior to new programs going to Curriculum Committee.
 - (1) After discussion, the committee decided changes to the primary functions were unnecessary.

c) Betsy motioned to approve the changes to membership and the removal of the signature form language, Carolyn seconded. Motion passed unanimously.

2) Informational Item: Adopting Institutional Core Competencies (Betsy)

a) Andria motioned to table until 10/19/20 meeting, Jacquie 2nd, motion passed unanimously

3) Action Item: Establish Definitions of Teaching Modalities with attention to Hybrid (Betsy)

a) Betsy summarized the current teaching modalities in use for the fall 2020 term, noting there are four delivery method definitions that are presented to students in the class schedule.

i) **Delivery Methods**

IN-PERSON - This class will have all course material delivered in person. Students will attend class at a specified location at specified times.

REMOTE - This class will have all course material delivered remotely. Students will attend class sessions remotely at specified times.

HYBRID - This class will have some of the course material delivered virtually. Students will also attend class at specified time, either remotely or in-person.

ONLINE - This class will have all course material delivered virtually with no requirements for a student to attend class at a specified time.

ii) A table was shared of the current instruction delivery options.

Current Instruction Delivery Options	Definition	Student Language	Synchronous /Asynchronous
In-person	100% contact hours are in a physical classroom	In person	Synchronous
Remote			Synchronous
Online			Asynchronous
Online/in-person (Hybrid)			Both
Online/Remote (Hybrid)			Both
Remote/in-person			Synchronous

In-person/remote/online			Both
Self-paced	100% contact hours are in a physical classroom	In person	
Cooperative Work Experience			Asynchronous
Independent Study			Asynchronous (Either?)
Streaming			

- b) The reality for students is there are multiple combinations of the delivery methods leading to confusion when students are signing up for classes.
- c) The delivery method to focus on first is hybrid. The term hybrid is applied to classes that are a combination of online/in-person, online/remote.
 - i) Specific criteria is needed to define hybrid.
 - ii) Students need to know what amount of the class is asynchronous and what is synchronous.
 - iii) Students need to know if the class is site-based or remote
 - iv) Faculty need clarity on the definitions to be able to meet the needs of students.
- d) Committee members were asked to go back to their constituents to get feedback on the multiple ways classes are being offered and how best to define the modalities.
- e) Alan motioned to table for further discussion, Jane 2nd. Motion passed unanimously.

Andria motioned to adjourn, Betsy 2nd, the meeting adjourned at 4:38 pm.

Next Meeting: is October 19, 2020 3:30 – 4:30, Zoom