Form 1: Presentation Checklist

Name: _____   **Date**: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

TYPE OF AGENDA ITEM

☐ Information Item (requires approval of AA Chair)

☐ Action Item

    ☐ Information and committee feedback

    ☐ Procedure—revision   (Attach current procedure with proposed changes illustrated with track changes)

    ☐ Procedure—new

    Identify suggested location in *GPM*: _____

    ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)

    ☐ Policy—new

    Identify suggested location in *GPM*:_____

    ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

    ☐ Other:_____

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

ANTICIPATED IMPLEMENTATION TIMELINE

Transition from Work Group to Committee

Position	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Administrator									
Classified									
Faculty									
At Large									

G-6-3 Academic Affairs Committee (AAC)

CHARGE: The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

Academic Affairs makes decisions within the parameters of the policy governance articulated by the COCC Board of Directors.

Primary Functions of Academic Affairs:

1. Coordinate long-range planning in curriculum and academic policy;
2. Set academic priorities that help shape budget decisions and allocations;
3. Act as the main clearinghouse/review committee for all instructional policy and procedure issues; specifically, those outlined in the academic policies and academic procedures sections of the GPM;
4. Keep informed on the Curriculum Committee and Learning Outcomes and Assessment Committee through reading minutes and/ or periodic updates, as appropriate for each committee;
5. Assure that curricular decisions, academic priorities, and instructional policies are held accountable to the mission of the College; and
6. Communicate decisions made by Academic Affairs to other campus groups.

Membership, Voting Status and Terms

Faculty At-Large (1)	Elected by the Faculty Senate	Voting	Two years
Vice President for Instruction (VPI)	Automatic	Voting	Standing
Department Chairs Representative	Appointed by Chairmoot	Non- Voting	One year
ASCOCC Representative	Appointed by ASCOCC	Voting	One year

Registrar	Automatic	Non- Voting	Standing
Director of Curriculum and Assessment	Automatic	Non- Voting	Standing
IT Representative	Automatic	Non- Voting	Standing
Committee Specialist	Appointed	Non- Voting	Standing
Classified	Selected by CACOCC President or designee	Voting	Three Years
Faculty (4)*	Elected by the Faculty Senate	Voting	Two years
Faculty Forum President-Elect or Forum Executive Team designee when no PE is available	Automatic	Voting	One year
CTE Council Representative	Appointed by CTE Council	Non- Voting	One year

* Four faculty members (at least three of whom are tenured) elected by the faculty senate, serve staggered two- year terms, with the option to stay for an additional year if serving as Chair in the third year. Faculty membership should represent a balance, with no more than one faculty member from any one department, with two from Transfer and two from Career and Technical Education. (CTE)

Voting members will recuse themselves from voting on decisions in which they believe they may have a conflict of interest, including over-representation by any one department on pertinent issues.

The President of the College may appoint non-voting administrative liaisons to sub-committees or task forces.

Chair Election: The committee shall elect a new Chair by its mid-April meeting.

Presentations to Academic Affairs:

Academic Affairs encourages presentation of all instructional issues by all campus constituents. Examples of relevant instructional issues include but are not limited to:

- Instructional policies impacting admissions, advising, curriculum, Banner, students.
- Instructional policies impacting faculty, such as academic calendars, campus-wide outcomes, block scheduling, grading policies, final exam schedules.

Committee Process:

1. **Presentation Checklist Form:** All presenters will need to complete a presentation checklist form (Form #1: Presentations to Academic Affairs Checklist), and e-mail it to the Academic Affairs Chair by his or her specified deadline. Please consult the Instructions for Academic Affairs Presentation Checklist Form, as a reference for completing Form #1.

2. **Information Items:** Presenters may simply want advisory input or to notify the committee of campus discussions. These presentations do not require a decision by the committee. In these situations, the Committee may advise and/or approve support but no first or second reading is required. These situations will be noted in the Minutes. If presentations include issues not relevant to Academic Affairs, presenters will be referred to appropriate campus resources, including other committees.

3. **Action Items:** Presentations including an Action Item are required to complete and submit the following form (Form #1: Presentations to Academic Affairs Checklist) prior to being scheduled. Following the presentation, a signature form (Form #2: Academic Affairs Action Item Signature Form) must be signed by the presenter, the chair of Academic Affairs and the Vice President of Instruction (VPI) to indicate the decision has been reviewed. The presenter, chair, and VPI all receive copies of the form for their records.
   a. Action items, may receive any of the following options:

      1. Approve the proposal as submitted;
      2. Approve an amended proposal;
      3. Vote against a proposal;
      4. Create a task force to address any issues arising as they relate to the needs and goals of the instruction at COCC;
      5. Appoint additional individuals to a task force to broaden the range of interests and/or deepen the levels of expertise;
      6. Modify the task given to a task force;
      7. Refer the issue to the Vice President for Instruction/Instructional Deans and/or other appropriate College Committees (such as College Affairs, Student Affairs, Chairmoot, CTE Council, Institutional Support Committee, Faculty Senate) for broader review and consideration.

4. **Approval and Communications:** Final approval and communication of Actions and Recommendations of the Academic Affairs Committee shall be subject to the policies defined in G-6-1.3 and G-6-1.4.

5. **Implementation:** Recommendations made by Academic Affairs and approved by the President should be implemented by responsible parties. In addition to those presenting proposals to Academic Affairs, other parties may be involved in implementation and communications regarding action items. The table below describes individuals or groups potentially included in communication and implementation of recommendations.

Recommendations for Implementation of and Communications about Approved Proposals:

Recommendations	Parties Included in Communication/Implementation
Program level	Program Director, VPI, Dean, and/or Faculty Senate Chair
Instructional policies that impact admissions, advising, curriculum, Banner, and student services	VPI, another appropriate administrator, Dean and/or Faculty Senate Chair
Instructional policies that impact faculty	VPI and/or Faculty Senate Chair
Policies that impact the larger campus	VPI, Faculty Senate Chair, College Affairs and/or President

College Communication:

In order to facilitate communication between faculty and administration, the Chair of Academic Affairs may communicate directly with the Vice President for Instruction and/or Academic Deans and the President of the College.

G-6-3.1 Learning Community Committee - **Disbanded**

Committee disbanded 11/2018 by AAC, presented by VPI & GPM updated by CAC

G-6-3.2 College Curriculum Committee

CHARGE: The Curriculum Committee is a sub-committee of the Academic Affairs Committee and will review for approval all new proposals, suspensions/deletions, and revisions to credit curriculum (courses and academic programs). Academic programs are defined as any institutionally established combination of courses and/or requirements leading to a degree or certificate.

Primary functions of the Curriculum Committee:

1. Approve additions, suspensions, and modifications to all credit courses and academic programs which include, but are not limited to:
    a. Student learning outcomes
    b. Assessment of student learning outcomes
    c. Credits and load units
    d. Contact hours
    e. Course and program titles and descriptions
    f. Pre-requisites and sequencing
    g. Course and program mapping
    h. General education and related instruction
    i. Discipline studies
    j. State definitions of degrees and certificates.

Definitions for modes of instruction

Name: Betsy Julian   **Date**: Sept 30, 2020

Department: Instruciton

COCC Contact Information: bjulian@cocc.edu

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PROPOSAL OVERVIEW

Due to recent changes in modes of instruction, definitions are needed for:
online
hybrid
remote
in-person

TYPE OF AGENDA ITEM

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☑ Action Item

     ☑ Information and committee feedback

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     ☐ Policy—revision (Attach current policy with proposed changes illustrated with track changes)

     ☐ Policy—new

     Identify suggested location in *GPM*:_____

     ☐ New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)

     ☐ Other:_____

Revised AA Presentation Checklist-writable Updated 5/10/2018

BUDGET

INSTRUCTIONAL REQUIREMENTS

OPERATIONAL NEEDS, CURRENT AND FUTURE

clear definitions of modes of instruction are needed so both faculty and students understand how a class section will be structured.

STUDENT IMPACT

clear definitions of modes of instruction are needed so both faculty and students understand how a class section will be structured.

ANTICIPATED IMPLEMENTATION TIMELINE

Winter 2021