

## Academic Affairs Meeting Minutes

**Date: 11/16/2020, 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*)  
Kirsten Hostetler (*Transfer Faculty*)  
Carolyn Schmidt (*Classified Representative*)  
Betsy Julian (*VPI*)

**Absent (voting members):**

TBD (*ASCOCC representative*)  
Andria Woodell (*Faculty Forum Representative*)

**Present (non-voting members):**

David Schappe (*CTE Council*)  
Tyler Hayes (*Director Admissions & Registrar*)  
Vickery Viles (*Director of Curriculum & Assessment*)  
Krista Leaders (*Committee Specialist*)  
Becky Plassmann (*Faculty Senate Representative*)  
Tim Peterson (*Shared Governance*)  
Jane Morrow (*Chairmoot Representative*)

**Absent (non-voting members):**

**Guests:**

Meeting began @ 3:30

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

**Unfinished Business**

1. Review Academic Affairs Committee minutes from 11/2/2020
  - a. **Kirsten motioned to approve with correction to New Business item 3. Action Item 2<sup>nd</sup> Reading instead of 1<sup>st</sup> Reading., Carolyn second, motion passed unanimously**
2. Review Curriculum Committee Minutes from 11/3
  - a. **Reviewed**

**Old Business:**

1. Action Item: New Program Proposals – Machining Technician AAS and CNC Machine Operator CC1 (Joseph Huddleston) 2<sup>nd</sup> Reading
  - a. **Betsy motioned to approve, Matt second, motion passed unanimously.**
2. Action Item: Review GPM section G-6-3 Academic Affairs Committee (AAC) pages 23-26 for possible changes. (Dan) 2<sup>nd</sup> Reading
  - a. **Jacque motioned to approve, Alan second, motion passed unanimously.**
3. Informational Item: Discuss AAC Membership Changes to give to Alicia Moore
  - a. Feedback from CTE council was: if one the two CTE faulty positions (voting members), is a program director then a CTE Council Representative would not be necessary.
  - b. CTE Council Representative non-voting appointed by CTE Council position would be filled if the elected positions did not include a Program Director.

- c. Chairmoot Representative non-voting position would be filled if the elected faculty positions did not include a Department Chair.

**New Business:**

1. Action Item: Institutional Core Competencies (accreditation mandate) - Set up a Task Force for defining the core competencies
  - a) The committee discussed the make-up of the task force
    - i. Assign a taskforce with membership from AAC
    - ii. Use LOA as the taskforce
    - iii. Create a group whose membership is a combination of some of the existing LOA members and new members.
  - b) After discussion, the committee decided to create taskforce with two members from LOA and two members from AAC.
    - i. Betsy volunteered to be on the task force.
    - ii. Alan volunteered to represent CTE faculty.
    - iii. Jacquie volunteered to represent transfer faculty.
  - c) Betsy will reach out to LOA to see if they are interested in providing two members for the task force.
  - d) Betsy will draft a charge and develop a timeline, ideally the 20-21 academic year.
  - e) Alan motioned to approve first reading to form a taskforce, hold for second reading when there is a charge and a clearer plan. Matt seconded the motion. Motion passed unanimously.

**Items on hold:**

1. Establish Definitions of Teaching Modalities with attention to Hybrid (Betsy)
  - a. Betsy gave an update on the functionality of the new class schedule format, functionality, and revised definitions.
  - b. Current definitions are working definitions and will be refined with faculty input later.

Betsy motioned to adjourn, Jacquie second, the meeting adjourned at 4:35 pm.

**Next Meeting: is November 30, 2020 3:30 – 4:30, Zoom**