

Academic Affairs Meeting Minutes

Date: 5/24/2020, 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*)
Betsy Julian (*VPI*)
Carolyn Schmidt (*Classified Representative*)

Absent (voting members):

TBD (*ASCOCC representative*)
Andria Woodell (*Faculty Forum Representative*)
Kirsten Hostetler (*Transfer Faculty*)

Present (non-voting members):

David Schappe (*CTE Council*)
Tyler Hayes (*Director Admissions & Registrar*)
Franklin Clark (*Director of Curriculum & Assessment*)
Krista Leaders (*Committee Specialist*)
Jane Morrow (*Chairmoot Representative*)
Rebecca Plassmann (*Faculty Senate Representative*)

Absent (non-voting members):

Tim Peterson (*Shared Governance*)

Guests:

Sara Henson

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 5/10/2021
Dan motioned to approve with suggested edits, Carolyn second, motion passed unanimously
2. Review Curriculum Committee Minutes from 5/18
 - a. **Reviewed**

Old Business:

1. **Action Item:** Updated Syllabus Template: Title IX Statement –**2nd Reading**
 - a. **Jacque motioned to approve, Matt second, passed unanimously**
2. **Action Item:** GPM Grade Appeals Committee Policy – **2nd Reading**
 - a. **Dan motioned to approve, Alan second, passed unanimously**
 - b. Discussion about having the chair of Faculty Senate and the chair of Academic Affairs meet prior to the first Academic Affairs meeting to discuss revising the Grade Appeals Committee Policy and to discuss other areas of possible overlapping responsibilities.

New Business:

1. **Action Item:** Career Pathways Certificate of Completion in Medical Assisting – **1st Reading** Julie Downing & Shannon Waller
 - a. St. Charles Medical Group is asking for a partnership with COCC in Medical Assisting.
 - i. St. Charles will fund the program, COCC will provide the instruction. Funds would pay for an additional Adjunct faculty and the student's costs.
 - ii. The contract is not enrollment dependent; St Charles will fund the set of classes regardless of enrollment.
 - iii. The program will operate at no cost to COCC.
 - b. The program would be working with the St Charles Medical Group employees to develop a talent pool to fill a shortage of Medical Assisting positions at St. Charles.
 - c. A 9 month program that 24 current medical group employees would participate in and receive a 35 credit Career Pathways certificate to help fill the shortage of Medical Assistants in Central Oregon.
 - d. St. Charles cohort will begin in spring 2022, run summer, and fall.
 - e. The certificate allows the student to get a job upon completion and sets them up to pursue further education in the medical field.
 - f. **Betsy motioned to approve, Carolyn second, passed unanimously**

Matt motioned to adjourn, Jacquie second, the meeting adjourned at 4:15 pm.

Next Meeting: is June 7, 2021 3:30 – 4:30, Zoom