Academic Affairs Committee Meeting Minutes
Date: 02/14/2022, 3:30-4:30 pm
On Zoom: https://cocc.zoom.us/j/92647376010

Present (voting members):	**Absent (voting members):**
Jacquelyn Coe *(Transfer Faculty)* – Chair	Susan Miller *(Faculty Forum Executive Team Member)*
Matthew Higgins *(Faculty at Large)*	
Paula Simone *(CTE Faculty)*	
Becky Plassmann *(Faculty Senate Representative)*	
Betsy Julian *(VPI)*	
Sarah Fuller *(Transfer Faculty)*	
Carolyn Schmidt *(Classified Representative)*	
Alan Nunes *(CTE Faculty)*	
Present (non-voting members):	**Absent (non-voting members):**
Tyler Hayes *(Director Admissions & Registrar)*	Murray Godfrey *(Chairmoot Representative)*
Franklin Clark *(Director of Curriculum & Assessment)*	Hal Wershow *(Faculty Forum Executive Team Member)*
David Schappe *(CTE Council)*	
Chloe Vogel *(Committee Specialist)*	**Guests:**
	Cindy Lenhart
	Yasuko Jackson
	Sarah Henson

Meeting called to order @3:32
Note: **Approval and Action items written in red.**

Unfinished Business:

1. Review Academic Affairs Committee minutes from 1/31
   a. **Paula Simone motioned to approve, Sarah Fuller 2ⁿᵈ, motion passed unanimously.**
2. Review Curriculum Committee minutes from 1/25 and 2/1
   a. **Reviewed.**

New Business:
Action Item: Community College Survey of Student Engagement (CCSSE) Data Review Task Force – Betsy Julian

1. The goal of this taskforce is to review survey data, in order to discern if there's anything that the College should be focusing on.
2. This task force will be composed of a small group of 4 to 5 people, compiled of student services (1 A&R staff member), faculty (1 CTE faculty, 1 transfer faculty), and 1 first-year experience member.
3. The members of this tasks force will have to meet twice, with a deadline of early May.

4. The focus will be to look for a way to get the survey information out to the college in a way that has meaning.
5. As the group looks through the data, are there any data points that really stand out that the college should be aware of? Is this data useful enough that we should continue utilizing this survey in the future?
6. This would be a good project for newer faculty to place on their ARA.

Becky Plassmann motioned to approve, Alan Nunes 2nd, motion passed unanimously.

<u>Old Business:</u>
*Action Item***:** Update Blackboard References in Syllabus Template, Yasuko Jackson and Cindy Lenhart, 2nd Reading
1. Yasuko: We added "24/7 Canvas support by live chat" under the Technology Assistance paragraph since the first reading. Library lending resources were likewise added, while eLearning wasn't mentioned.
2. It was noted by Betsy that there needs to be further elaboration within the parenthesized section, which says, "identify required technology here, and provide support contact." Since this section is too general, this section could instead mention program specific resources or publisher content.
3. "For online course assistance, check out our Self Help Resources page", creates the assumption that this is a resource page only for online courses. Replace with link to "Get Tech Ready Page", which should be listed as the first bullet point.

Betsy motioned to approve, Matt Higgins 2nd, motion passed unanimously.

*Action Item***:** Class Recording Guidelines and Syllabus Language – Betsy Julian, 2nd Reading
1. Betsy: We made some edits, mentioning cross-listed sections and we added the phrase "within parameters set by the instructor."
2. "Students with an accommodation regarding class recordings from the Office of Disability Services should make this known to their instructor." It was decided that the word "should" will be replaced with "must."
3. There was a discussion in regards to informing students that a class is being recorded and likewise respecting a student with an accommodation. A possible example of how to navigate this situation was shared with the group, stating: "The instructor may inform students in the class as well as guest speaker that permission was granted for audio recording to occur. The student using the modification will not be identified or singled out."
4. When is it appropriate to record sensitive information?
5. Becky Plassmann noted that the paragraph seems to be saying that someone with a formal accommodation can still record, even if the information is confidential/sensitive.
6. There was debate as to what is allowed in terms of an ADA. Can we carve out an exception for sensitive discussions, or can everything be recorded if a student has an accommodation?

Voting was put off until the next meeting.

The meeting adjourned at 4:39.

The next meeting is scheduled for February 28th, 3:30-4:30, on Zoom
https://cocc.zoom.us/j/92647376010