



**Committee End of Year Report**

**Due June 15<sup>th</sup> to the Chair of the Shared Governance Committee**

**NOTE:** While the Shared Governance Committee is asking you to submit this report to them, (Chair: Stacey Donohue, [sdonohue@cocc.edu](mailto:sdonohue@cocc.edu)), please note that the real audience for this end of year report are the incoming committee members and chairs. Incoming chairs should make review of this document an agenda item at the first committee meeting in the fall.

**Committee Name:** Academic Affairs

**Type of Committee:** Policy

**Committee Chair reporting:** Stephanie André

**Date:** June 13, 2018

**CURRENT** Committee member names and positions (see GP Manual for the area each member should be representing, i.e. faculty, faculty CTE, administration, classified, etc.) Note who is the current chair, and Committee Specialist or note taker, if relevant.

<b>Names</b>	<b>Position Representation</b>
Current Chair: Stephanie André	Faculty representative—transfer
Jessica Giglio	Faculty representative—transfer
Ken Swartwout	Faculty representative—CTE
Matt LaChance	Faculty representative—CTE
Deb Malone	Faculty-at-large
Krista Leaders	Committee Specialist
Betsy Julian	VPI
Ralph Phillips	CTE Council representative
Thor Erickson	Department Chairs representative
Vickery Viles	Director of Curriculum and Assessment
Courtney Whetstine	Registrar

Stacey Donohue	Shared Governance representative (unofficial position)
Jeff Floyd	IT representative
Barbara Bellinger	Classified representative
Amy Harper	Faculty Forum President-Elect

**NEXT academic year membership, when known, including who will be the incoming chair:**

<b>Names</b>	<b>Position Representation</b>
Incoming Chair: Jessica Giglio	Faculty representative—transfer
John Liccardo	Faculty representative—transfer
Ken Swartwout	Faculty representative—CTE
Wayne Yeatman	Faculty representative—CTE
Michael Hansen	Faculty-at-large
Krista Leaders	Committee Specialist
Betsy Julian	VPI
	CTE Council representative
	Department Chairs representative
Vickery Viles	Director of Curriculum and Assessment
Courtney Whetstine	Registrar
	Shared Governance representative—Unsure whether we will have this unofficial position next year.
	IT representative
Barbara Bellinger	Classified representative
Amy Harper	Faculty Forum President-Elect
	ASCOCC representative

**Additional Questions to discuss each spring as an annual review of your committee:**

- a. **Committee PURPOSE** (Review [GP Manual](#) for your charge, and indicate if that charge is still relevant)

**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.

- b. **What sorts of decisions or recommendations does the committee make and to whom?**

**We make decisions on new academic programs, as well as policies and procedures that affect instruction.**

- c. Is your committee designated as the TYPE Of committee you thought it was or should it be changed? (Policy, Advisory, Administrative, Ad Hoc, Work Group—See General Policy Manual G-6-0 for an overview of Committees at COCC):

**Yes, the classification of Academic Affairs as a policy committee is appropriate.**

- d. Is your Committee the right size and composition? Why or why not?

**The committee is the right size and composition. We have adequate representation from both CTE and transfer faculty, as well as an at-large faculty representative to offer additional faculty input without having to represent a particular department. The representation from administrators and classified staff strengthens our committee’s ability to view agenda items from multiple perspectives and fully grasp their implications for instruction. Having a student representative would also strengthen the diversity of our committee.**

## Committee STATUS SUMMARY REPORT

### 1.1 POLICY or PROCEDURAL changes to the GP Manual AA proposed or endorsed this year

1. Revised Academic Affairs’ section of the General Policy Manual (section G-6-3
2. Endorsed the Labor Management Committee’s revisions to section G-34 of the General Policy Manual—“Faculty Policies”
3. Approved a proposal on short term class changes
  - The proposal is to clarify short-term class definitions to make better sense out of administrative dates for short-term classes
  - Number of class meetings defines short-term classes currently and this proposal will change the definition to be the duration of the course.
  - It will allow dropping of short-term classes up to the day before the class begins.
4. Approved a proposal to disband the Learning Community Committee and delete it from the GPM.

### 1.2 OTHER Accomplishments and Opportunities:

A) The committee made decisions on the following general action items:

1. Approved a general education outcome revision proposal
2. Approved the first reading of a 65+ tuition waiver proposal

- Proposal was meant to streamline the process for 65+ students.
  - Vickery asked for clarification of if this is a policy or a procedure issue. Courtney indicated based on the definition of procedure it did not rise to level it should be in the procedure manual. The lack of clarity in terms of policy or procedure shows there is some cleaning up of the language in the manual (First 2 bullet points taken from (12/11/2017 minutes).
  - After the first reading, Courtney Whetstine and Betsy Julian decided to rescind this proposal.
3. Approved the second stage of two CIS proposals—one for a short-term certificate of completion in cybersecurity and one for an AS in cybersecurity, to be aligned with OIT’s curriculum;
    - The short-term certificate was approved to go to the Board for final approval in the 2nd week of April. The Board approved the certificate.
    - Proposed Cybersecurity AS degree program has been put on hold for now.
  4. Approved a correction to the Business Department’s Accounting program certificate;
    - This was a procedural issue to bring the program into compliance with the state (Taken from 11/27/2017 minutes).
  5. Revised the Academic Affairs web page;
  6. Endorsed the Labor Management Committee’s revisions to section G-34 of the General Policy Manual—“Faculty Policies”
  7. Elected Jessica Giglio to serve as chair in AY 2018-19.
  8. Created a task force that will make recommendations on related instruction
    - Vickery Viles composed a charge, membership outline, and list of tasks for the task force to complete by February 2019 in order to present its findings to AA at the end of that month. The task force will start meeting in fall 2018 and plan how it will complete its work within the specified time frame. AA agreed with the charge, membership outline, list of tasks to be completed, etc.

B) The following information items were presented at various AA meetings:

1. Minutes from all Curriculum Committee meetings;
2. Semi-annual status updates from the Learning Outcomes and Assessment Committee
3. A policy proposal flowchart developed by the Shared Governance Committee
  - This flowchart is meant to help committee chairs facilitate meetings; it’s currently being used by College Affairs and Academic Affairs. The flowchart puts Robert’s Rules into an easily decipherable format.
4. Request from Chairmoot: The Peer Evaluation Handbook as well as the process needs revision. Since it involves changes to the GP Manual, the revisions will need to go through Academic Affairs (Taken from

12/11/2017 minutes). Ron Boldenow, as Chairmoot rep. at that time, told the committee about this and asked for more volunteers, specifically faculty to assist with the revisions. Amy Harper volunteered.

5. Student Conduct Notations on Student Transcripts
  - Alicia Moore presented information regarding national and state discussions regarding whether specific student conduct issues (specifically, violations of the Clery Act) should be included on a student's academic transcript.
  - Academic Affairs' concerns were as follows:
    - How might this affect a student's future education and/or employment?
    - Why is the institution more concerned with campus conduct than with criminal background?  
(All bullet points thus far in #5 are from 1/22 minutes)
  - Alicia gathered feedback from AA, as well as Andrew Davis, Courtney Whetstine, Don Doughty, and Jamie Rougeux. She included that feedback as part of COCC's overall feedback to the statewide deans/VP's of student affairs work group (Information from this bullet point was gathered from the presentation checklist form Alicia Moore completed).
6. Final status update from the Grading Task Force
  - Reviewed and discussed the task force's charge, work accomplished, and rationale behind the task force's finding that things are working as they should be (thus no recommendations for change)
7. Vickery Viles' award definitions proposal
  - Discussed rationale, goals, and timeline for this project, as well as COCC's definitions of awards compared to language used by the state for those awards; and some dilemmas regarding related instruction, minimum requirements for degrees, proposed structure of degrees and performance standards
  - Goals for this proposal are:
    - Align college awards and degrees with state wording on transcripts
    - Determine exactly what the requirements are for awards and degrees
    - Create consistency in acceptable grades for meeting requirements (Goals found in minutes from 4/2).

### 1.3 Goals for Next Year:

1. Possibly revisit this question: Should revising program and course fees be within Academic Affairs' purview?—This discussion has been tabled until further notice (from Jan. 8 meeting status update).
  - Possible Plan of Action: Revise and update GPM A-30-2 Approval Process for General Student Fees (can be accessed at <https://www.cocc.edu/policies/general-procedures-manual/academic/approval-process-for-general-student-fees.aspx>)

2. Take proposal to disband the Learning Community Committee and remove it from the GPM to College Affairs in fall 2018.
3. Remove Learning Community Committee from AA's primary functions in GPM and on AA web page.
4. Stay informed on the related instruction task force.
5. Vote on the award definition proposal in November 2018.
6. Check section G-6-3 of the GPM to ensure our revisions went through.
7. Review stage two of five new programs.
8. Provide leadership to the Curriculum Committee in putting resources on the intranet (taken from 3/19 minutes).
9. Ensure all meeting minutes are posted on the AA web page and on the AA public folder on Outlook.

#### **1.4 Needs and Challenges**

Academic Affairs did not have a student representative at all this year. That seems to be a common difficulty experienced by committees across campus. How might we get students more involved in shared governance?