



Date: October 28, 2022

10:00 – 11:00am

Location: Zoom call

Attending	Absent	Guest
Tom Barry, Interim Chair	Laurie Chesley	Rachel Knox
Seana Barry	Tracy Crockett	Jessica Giglio
Allison Dickerson	Kathy Smith	Hal Wershow
Josh Evans	Kara Rutherford	
Matthew Novak		
Alan Unger		
Dan Alberghetti		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Introductions - Committee members and guests introduced themselves and Tom reviewed the CAC charge and responsibilities for the members

b. Minutes from June 10, 2022 – Tom Barry

c. Minutes from October 14, 2022 – Tom Barry

Motion to approve meeting minutes from both the June 10, 2022 meeting and the October 14, 2022 meeting.

Motion made by Josh Evans, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

d. Proposal to modify course fees for History and Psychology courses as presented at 1st reading with the addition of a similar request for a \$71 fee for the Criminal Justice 101 course (CJ-101), 2nd reading – Jessica Giglio

Motion to approve at 2nd reading the proposal to approve the History and Psychology course fees.

Motion made by Josh Evans, seconded by Seana Barry.

Motion passed unanimously by all members present.

Motion to approve at 1st reading the addition of a \$71 course fee for CJ-101 to be added to the proposal with 2nd reading approval to be done by the committee electronically.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

e. Proposal to date all HR and/or Personnel Policies or Procedures in the GP Manual, 2nd reading – Rachel Knox

Motion to approve at 2nd reading the proposal to date all HR and/or Personnel Policies or Procedures in the GP Manual – effective date will be the date of Presidential approval.

Motion made by Seana Barry, seconded by Allison Dickerson.

Motion passed unanimously by all members present.



2. New Business

a. Proposal to increase course fees for PSY-261 Indonesian Field Study 1: Prep to Study Abroad,
1st reading – Matthew Novak

- Request a change in course fees to all sections of PSY-261 (3-credits) from \$2,530 to \$2,850 for Spring 2023
- Change is requested to allow adjustment to be made relative to current global conditions (inflation, etc.) and offset the costs for COCC instructors
- Request a cap of \$3,300 for future years as future expenses are difficult to predict and this will eliminate the need for the department to request a change in course fees each year
- The committee recommended that the cap be changed to 20% of the requested amount which would change the cap amount to \$3,420

Motion to approve at 1st reading course fees for PSY-261 Indonesian Field Study 1 to \$2,850 for Spring 2023 with a cap of \$3,420 on future increases

Motion made by Josh Evans, seconded by Dray Aguirre

Motion passed unanimously by all members present.

b. Proposal to implement a special fee for G169-Field Geology: Exploration of the Pacific Northwest,
1st reading – Hal Wershow

- Request a special fee of \$105.50 to G169 to start Winter 2023
- G169 is an overnight field study course and the fee covers food, transportation, lodging, etc.
- Request a cap of \$150.00 for future years as expenses will vary due to the different locations for the field study work

Motion to approve at 1st reading the implementation of a special fee of \$105.50 for G-169 with the ability to flex up to \$150.00 in future years if needed.

Motion was amended to state that a 1st reading would be done today in person by the committee with the 2nd reading approval to be done by the committee electronically.

Motion made by Josh Evans, seconded by Allison Dickerson.

Motion passed unanimously by all members present.

3. Other Business

a. Shared Governance Review – Tom Barry

- On behalf of the Shared Governance committee Tom said that part of the Shared Governance's responsibility is to annually request that individuals/departments conduct a review of their section of the GP Manual and provide any changes or recommendations within their area. If it's a minor change it only has to go to Shared Governance and not other processes.
- A recommendation to remove Lake County from G-30-18 Residence section (residency requirement) came to Shared Governance as Lake County is no longer part of the COCC District
- CAC felt that Shared Governance approval was adequate

b. Change meeting time to 90-minutes instead of 60-minutes

- Finding there's not enough time in the meetings to cover all discussions – majority of meetings are spent discussing GP Manual items



- ACTION: Tom will send an email to committee members polling their availability

Meeting adjourned at 11:05am.

NEXT MEETING: **THURSDAY**, November 10, 2022, 10:00-11:00am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/7uk_CFxJvltMrhLyxdprXoNIAM9gMoypzNPrt_zMwuoEOuAtHpzgdRXeVKZWkkJV.m2XZtm3kEWD-0kv3