



Date: April 14, 2023
10:00 – 11:30am
Location: Zoom call

Attending	Absent	Guest
Kirsten Hostetler, Chair	Tracy Crockett	Frank Payne
Seana Barry	Taleah Zueger, Student at Large	Megan Michell
Laurie Chesley		Jane Morrow
Allison Dickerson		Steve Broadbent
Josh Evans		Darren McCrea
Faculty Forum Representative		
Kara Rutherford		
Alan Unger		
Dray Aguirre, ASCOCC President		
Jennifer Peters, Recorder		

Meeting called to order at 10:00 am.

1. Old Business/Information Items

a. Minutes from March 10, 2023 – Kirsten Hostetler

Motion to approve meeting minutes from the March 10, 2023 meeting.

Motion made by Seana Barry.

Motion passed unanimously by all members present.

b. Proposal to add course fees to NUR-103 and NUR-104, 2nd reading – Megan Michell

Motion to approve at 2nd reading course fee changes to NUR-103 and NUR-104 as presented.

Motion made by Seana Barry, seconded by Dray Aguirre.

Motion passed by all members present with Josh Evans abstaining from the vote as he was absent from the previous meeting.

c. Proposal to add additional course fees to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208, 2nd reading – Jane Morrow

Motion to approve at 2nd reading course fee changes to NUR-106, NUR-107, NUR-108, NUR-206, NUR-207 and NUR-208 as presented.

Motion made by Allison Dickerson, seconded by Kara Rutherford.

Motion passed by all members present with Josh Evans abstaining from the vote as he was absent from the previous meeting.

2. New Business

a. Proposal to revise GPM Policy 23-3-0 Network Technology Resources, 1st Reading – Darren McCrea

- Propose a new introductory paragraph
- Propose retitling “Network Technology Resources” to a broader title of “Technology Resources” and move to section G-23-2



- Propose various revisions to the policy language to include all technology resources – not just network technology resources and also revise the language to include advances in technology, including cloud storage.
- Current G-23-0 would move to G-23-2 and the Introductory Policy would become G-23-0 and be an umbrella to sub-policies.
- In the document G-23-0, the committee recommended:
 - ✓ Editing the second sentence of the second paragraph to add “...but not limited to...” so the second sentence would read “The policies cover a wide range of topics, including, *but not limited to*, remote access.....”
 - ✓ Adding text at the end of the third paragraph which addresses disciplinary action to read – “Any violation of these policies and procedures may result in disciplinary action *in accordance with any relevant COCC employment policies, Faculty, Classified or ABS Collective Bargaining Agreements and Employee Handbooks*, up to and including.....”

Motion to approve at 1st reading the proposal to revise and update the structure and language for GPM Policy 23-3-0 as presented with the above edits.

Motion made by Seana Barry, seconded by Josh Evans

- Motion passed unanimously by all members present.

b. Proposal to Dissolve the Technical Advisory Committee, 1st reading – Darren McCrea

- Recommend dissolution of the Technology Advisory Committee and update GPM G-6-8.1 Technology Advisory Committee to reflect the change
- Recommend keeping the practices outlined in the TRT sub-committee policy but delete policy G-6-8.1.2 Technology Review Team (TRT)
- If the above changes are approved, recommend that in lieu of a formal committee, a policy and language around IT governance as G-23-1 Information Technology Governance be inserted.
- The committee recommended adding a new policy, to cover the delineation between E-Learning and IT, and have it brought to College Affairs at a later date.

Motion to approve at 1st reading the removal of G-6.8.1 Technology Advisory Committee (TAC) and G-6.8.1.2 Technology Review Team (TRT) and the creation of G-23-1 Information Technology Governance.

Motion made by Josh Evans, seconded by Seana Barry.

- Motion passed unanimously by all members present.

c. Proposal for Fall 2023 Inclusive Access Course Fees, 1st Reading – Frank Payne and Jessica Giglio

- Proposal is to offer course materials through Inclusive Access beginning Fall 2023 term
- Inclusive Access is a digital product that is delivered through each instructor’s Canvas portal to the students
- It is approximately 50-60% less expensive than physical books and courseware
- E-Learning works with an outside vendor to load the software on Canvas so on the first day of class students have access to all of the course materials they will need for the term
- These expenses are covered by the course fees proposed in the proposal
- 100% of instructors currently using Inclusive Access want to continue using it



- There is a 2-week opt out period at the start of the term where a student can opt out if they find the course material elsewhere and would prefer to use that material and they would get their course fee refunded to them

Motion to approve at 1st reading the proposal for Fall 2023 Inclusive Access course fees as presented with no approved increase in fees.

Motion made by Seana Barry, seconded by Dray Aguirre.

- Motion passed unanimously by all members present.

d. Proposal for revisions to G-6-2 College Affairs Committee, 1st Reading – Kirsten Hostetler

- Proposal modifies G-6-2 to be more specific on the committee’s responsibilities
- Creates a standard to refer to as to when a second reading can be waived
- States that the committee is responsible for selecting the Louis B. Bart Queary Lifetime Achievement in Higher Education Award
- Recommends approval of new course fees or revisions to existing course fees
- Outlines the process to follow in submitting a proposal to College Affairs
- Outlines how information from College Affairs get reported out to various college groups and the college community
- Proposal also modifies the Presentation/Proposal Form to better accommodate some of the above recommendations
- The committee recommended the following changes to the proposal:
 - ✓ In the first sentence of the Bart Queary Award change the word “selecting” to “administering and awarding” – *“Additionally, the College Affairs Committee is responsible for ~~selecting~~ administering and awarding the Louis B. Bart Queary*”
 - ✓ In the fifth paragraph regarding voting members add Faculty Forum Executive Committee Member as non-voting – *“All members of the Committee (except the Board member and the Faculty Forum representative) are voting members.....”*
 - ✓ On the Presentation/Proposal Form, 3rd bullet under Contact Information, change the word “checklist” to “proposal form” and add the College committee chair and support specialist – *“Email the completed ~~checklist~~ proposal form to the College Affairs chair and support specialist.....”*

Motion to approve at 1st Reading the proposal for revisions to G-6-2 College Affairs Committee and the College Affairs Committee Presentation/Proposal Form as presented with the above changes.

Motion made by Josh Evans, seconded by Seana Barry.

- Motion passed by all members present with Kirsten Hostetler abstaining from the vote since she was the originator of the proposal.

e. Shared Governance Survey Results, Discussion Item – Tom Barry

- Discussion item is tabled as Tom Barry was unable to attend the meeting.



Josh Evans made a motion to adjourn the meeting - meeting adjourned at 11:23am.

NEXT MEETING: Friday, May 12, 2023, 10:00-11:30am via Zoom

Meeting Recording:

https://cocc.zoom.us/rec/share/vNjFmvIQkZbAKkQQj5Dy-WI8O321331_D5Nrl6T1_DGivTiP0VA3Yn90NZCO1inl.c1dOPXXS48h74Vaq