

Academic Affairs Committee Minutes

Date: 1/23/2023, 3:30-4:30 pm, MET 208 and Zoom

<p><u>Present (voting members):</u> Paula Simone (<i>CTE Faculty</i>) – Chair Julie Come (<i>Transfer Faculty</i>) Jake Agatucci (<i>Transfer Faculty</i>) Ralph Phillips (<i>CTE Faculty</i>) Tyler Hayes (<i>Registrar</i>) Annemarie Hamlin (<i>VPAA</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Chloe Vogel (<i>Committee Specialist and Classified Representative</i>)</p>	<p><u>Absent (voting members):</u> Kiri Simning (<i>Faculty at Large</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council Representative</i>) Sarah Henson (<i>Faculty Forum Executive Committee Representative</i>)</p>	<p><u>Absent (non-voting members):</u> Shannon Waller (<i>Chairmoot Representative</i>)</p> <p><u>Guests:</u></p>

Meeting called to order at 3:30.

Note: **Approval and Action items written in red.**

Unfinished Business:

1. Review Academic Affairs Committee Minutes from 1/9.
 - a. Edit was made to section 1a: “Junior status in the major,” adding “in the major.”
 - b. There was some concern expressed at the discrepancy of this language, since students don’t always transfer directly into a major at University, but this is currently the official HECC verbiage that is being used.

Ralph Phillips motioned to approve minutes with edits, Annemarie 2nd, motion passed unanimously.

2. Review Curriculum Committee Minutes from 12/6 and 1/17.

Reviewed.

Action Items: Policy change: update policy and procedure language for transcripts (G-30-19 and A-29-0)

1. Update: “The transcript-processing fee must be paid before transcripts are sent. Transcript requests may not be processed during the first week of term. For more information and fees, see the COCC website.” (G-30-19)
 - a. Language about withholding transcripts due to an inability to pay the fee has been removed.
 - b. This resulted from a national push from the Association for Registrars and Services and legislation is currently being put forth in Oregon in support of this decision.
 - c. Since this will likely become a mandate, it makes sense to make this change now.
 - d. This change will allow students to request their transcript, and then once they get a job, they can pay the College back.
2. Update: “Transcripts must be requested by the student via COCC’s transcript servicer, in person in the enrollment services office, or in writing.” (A-29-0)

Becky Plassmann motioned to approve, Ralph Phillips 2nd, 1st and 2nd reading passed unanimously.

Informational Items: Review AA proposal form: look at form, modify, and put on Qualtrics.

1. What is applicable to have on this form?
2. This form should be adaptable for all types of proposals.
3. Bring it to the next meeting with comments.

Meeting adjourned at 4:00.