

**Academic Affairs Meeting Minutes**

**Date:** 10/5/2015, Monday 3:30-4:30 PM

**Location:** Max Merrill Room, Library 221

**Present (voting members):**

Dana Topliff (*Faculty*)  
Jessica Russell (*Elected by Faculty Forum*)  
Paula Simone (*Elected by Faculty Forum*)  
David Liu (*Elected by Faculty Forum*)  
Eddie Johnson (*Faculty Forum President Elect*)  
Jenni Newby (*VPI*)  
Tim Peterson (*Faculty at Large*)

**Absent (voting members):**

(*Student representative*)  
(*Classified Rep*)

**Present (non-voting members):**

Laura Boehme (*IT Rep*)  
Courtney Whetstine (*Registrar*)  
Charlie Naffziger (*Department Chairs Representative*)  
Eric Weller (*Note taker*)  
Vickery Viles (*Curriculum and Workforce Data Specialist*)

**Absent (non-voting members):**

All present

**Guests**

Julia Huni (*College Now*)  
Nancy Blair-Madison (*Disability Services – sitting in for Annie Jenkins*)  
Debbie Hagen (*Adult Basic Skills*)

**Minutes:** (Note: **Approvals and Action items** written in red.)

1. **DISCUSSION: Change to Diversity and Disability Statement for Syllabi**
  - a. One question that arose from the new proposed statement was: Do students still need an accommodation letter? It was discussed that this is still required for students.
  - b. Further points of discussions were:
    - i. The new statement if very inclusive and is good, but the original statement shows a stronger call to action.
    - ii. The committee would like to see more inclusion on the process that students need to go through.
    - iii. It is important for students to understand that instructors must be notified of accommodations in a timely manner.
  - a. **There was no motion brought forth for first reading.** The item was tabled, and will be on the agenda for next meeting (Oct. 19<sup>th</sup>).
  - b. The committee had the following feedback and requested the statement be updated:

- i. Write out SSD; it is not necessarily commonly understood.
  - ii. The new statement should remain as presented; it is written in a terrific manner that addresses all students' potential concerns with differences and challenges to learning.
  - iii. The major point for the committee was that the new statement lacked the outline of process for students with accommodations. Instructors feel an outline of how students must address their accommodations and/or receive accommodations is vital to an effective syllabus statement. The addition of an outline would enhance the overall effectiveness for instructors in presenting to students.
2. **DISCUSSION: Change to College Now Drop Date (1<sup>st</sup> reading 10-5-15)**
  - a. It was clarified that students do not currently have the ability to drop without grade responsibility. This proposal will be adding this option for students.
  - b. It was discussed that right now students have the ability to drop the class, but it is currently dropping with a "W" grade. Students that drop a College Now class still remain in the course at the high school level, but not at the college level for credit.
  - c. **Paula Simone motioned to approve the change to college now drop date for first reading. Dana Topliff seconded the motion. The vote for first reading was unanimously approved.**
3. **Review of Open Items-Transfer Program Development Process**
  - a. This process is currently table as a result of a different factors.
  - b. First factor: There was a process passed last year for CTE programs. The idea was to use this process for transfer program development. Since the CTE process is still new, it was decided COCC should give the CTE process a try before it is used for the transfer program development process.
  - c. Second factor: Community Colleges can now give out majors, and COCC is still learning what this will mean, and what impact this may have. COCC may have guidance regarding issuing majors by the end of the year, but may not have a process in place.
4. **Committee Policy & Procedure: Documentation Capture**
  - a. Discussed how information will be sent out for Academic Affairs meetings.
    - i. Tim will send out the Agenda 1 week early.
    - ii. Packets will come from Eric and be sent out the Wednesday prior to the meeting.
    - iii. An archive of Agendas and packets information will be kept in Jenni's office.
    - iv. A new matrix will be used to track items presented at Academic Affairs committees.
    - v. A synopsis will be posted by Tim after each Academic Affairs meeting.
  - b. There were different points of discussion presented regarding meeting minutes. Some of the points of discussion include:
    - i. If minutes are not published until they are final by the committee, the college community will not have adequate time to provide feedback on items.
    - ii. Meeting minutes could be watermarked as a draft to help with version control and provide clarity.
    - iii. Minutes can have inaccuracies and misinterpretation. It is good to review before going out to the public.
    - iv. Possibly post something that only shows first readings.
    - v. If too many documents are presented, it could be difficult to track what the official document is.
    - vi. It can be difficult to follow items through multiple versions of the minutes. It would be good to find a balance with information presented.



- vii. If someone reads the draft but does not read the corrections, they may have an inaccurate interpretation.
- c. It was determined that minutes would be made public after committee approval. In the meantime, a Status Update of the most recent meeting will highlight the committee's actions and go out to the campus community.
- d. Vickery presented different examples of online storage.
  - i. A model from PCC and Lane Community College were presented.
  - ii. The following topics were offered as things to consider with online storage: timing of agenda, naming conventions for attachments, materials posted in support of agenda, draft minutes vs. approved minutes, and what you do with final approved items.

**Meeting Adjourned – 4:30 p.m.**

**Next Meeting: Monday, Oct 19<sup>th</sup>, 2015 – Max Merrill, Library 221 at 3:30 p.m.**