

**Academic Affairs Meeting Minutes**

**Date: 11/30/2015, Monday 3:30-4:30 PM**

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

**Present (voting members):**

Eddie Johnson (*Faculty Forum President Elect*)  
Jenni Newby (*VPI*)  
Tim Peterson (*Faculty at Large*)  
Colette Hansen (*Classified Rep*)  
David Liu (*Elected by Faculty Forum*)  
Dana Topliff (*Elected by Faculty Forum*)

**Absent (voting members):**

Jessica Russell (*Elected by Faculty Forum*)  
Paula Simone (*Elected by Faculty Forum*)  
(*Student representative*)

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

Charlie Naffziger (*Department Chairs Representative*)  
Eric Weller (*Note taker*)  
Vickery Viles (*Curriculum and Workforce Data Specialist*)

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

Laura Boehme (*IT Rep*)  
Courtney Whetstine (*Registrar*)

**Guests**

Seana Barry (*Assistant Director of Admissions and Records*)  
Theresa Freihoefer (*BUS/CCI Department Chair*)

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

1. **Review minutes from 11/2/15**
  - a. **Dana Topliff motioned to approve the minutes from 11/2/15 with no changes. David Liu seconded the motion. The voting members approved the minutes with one abstained vote.**
2. **Review minutes from 11/16/15**
  - a. There was discussion around section 3-b, v and vi of the 11/16/15 minutes.
  - b. It was determined that the minutes from 11/16/15 accurately represented the discussion from the meeting. However, what was discussed may have caused confusion with the committees voting process. As a result, the minutes from the 11/30/15 will clarify any confusion around this section of the 11/16/15 minutes.
  - c. The following clarifications were made around committee voting:
    - i. In order to do business there must be a quorum. For this committee that means at least 5 voting members.
    - ii. There must be a majority vote from the quorum present to pass an item.
  - d. **Jenni Newby motioned to approve the minutes. Eddie Johnson seconded the motion. The voting members unanimously approved the minutes with no changes.**

3. **DISCUSSION: Change to Diversity and Disability Statement for Syllabi**
  - a. After the last Academic Affairs committee, additional comments were received from the college community. The responses were forwarded to Annie Jenkins. Annie requested to withdraw the Change to Diversity and Disability Statement for Syllabi at this time.
  - b. The committee considered the different actions that may be taken with the proposal.
  - c. **Eddie Johnson motioned to rescind the proposal. Collette Hansen seconded the motion. The voting members unanimously approved to rescind the proposal.**
4. **FIRST READING: 'W' Grade & Administrative Withdrawal Policy (First Reading)**
  - a. The topic was discussed during the last committee meeting.
  - b. There were no additional comments brought forth from the college community.
  - c. There was discussion around the portion of the statement for instructors to include conditions for a 'W' grade on their syllabi. The application of adding the new information to instructor's syllabi will need to be looked at as a separate item.
  - d. **Eddie Johnson motioned to approve the proposal as typed for first reading. Dana Topliff seconded the motion. The proposal was unanimously approved for first reading.**
5. **Committee Policy and Procedure:**
  - a. Tim went to the last Curriculum Committee meeting, and had the discussion with the committee about Academic Affairs being an oversight committee.
  - b. One of the thoughts from the meeting was to put into the Academic Affairs agenda an item to look over minutes from the most recent Curriculum Committee meeting. This was seen as an effective way for Academic Affairs to review what is happening with the committee.
  - c. There was also discussion in the Curriculum Committee meeting around suspending and deleting of programs. There was talk that this may be a good topic for Academic Affairs to review as the conversation progresses.
    - i. One of the questions brought up during the Curriculum Committee meeting was: Should you communicate with an advisory committee before removing a program?
6. **FIRST READING: AA Hospitality Management Proposal**
  - a. The meeting was opened to the committee for questions and comments. The following topics and questions were discussed:
    - i. What is the difference between the Hospitality, Tourism, Recreation, Management specialization and the new Hospitality Management degree and certificate?
      1. Over time, the HTRM specialization has been reduced to three courses. As a result, this is not benefiting students as much as it could.
      2. Several local businesses were consulted to get an idea on what skills would be most beneficial for students to learn.
      3. OSU Cascades was talked to, and local community college programs were looked at.
      4. It was determined that a new Hospitality Management degree and certificate would be more beneficial for students. The new Hospitality Management degree is composed of a mixture of business and culinary courses.
      5. Students completing the new program would be left with few classes to complete for their baccalaureate degree.
    - ii. As students begin to take the courses, will OSU accept them without the new degree, or what will happen in the meantime for students transferring? – students will still be able to transfer.
    - iii. Are they offering these classes at OSU Cascades? – no
    - iv. OSU Cascades may see this as an enhancement if they are not currently offering the classes.



- v. What are the two new courses?
  - 1. Introduction to Hospitality
  - 2. Hospitality Law
- vi. Do we anticipate instructors for these courses to be part-time?
- b. It was discussed that the reference to HDESD should be updated to read as “secondary education”.
- c. **Dana Topliff motioned to approve the proposal for first reading. Colette Hansen seconded the motion. The proposal was unanimously approved with the update to the reference of HDESD.**

7. **In Camera Session**

- a. The committee entered an In Camera session for discussions of committee process.

**Meeting Adjourned – 4:19 p.m.**

**Next Meeting: Monday, Jan 11<sup>th</sup>, 2016 – Max Merrill, Library 221 at 3:30 p.m.**