

Academic Affairs Meeting Minutes

Date: 10/17/2016, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

Present (voting members):

Eddie Johnson (*Faculty Forum President Elect*)

Stephanie Andrè (*Elected by Faculty Forum*)

Colette Hansen (*Classified Representative*)

Dana Topliff (*Elected by Faculty Forum*)

Jessica Russell (*Elected by Faculty Forum*)

Betsy Julian (*VPI*)

Tim Peterson (*Faculty at Large*)

Mara Kerr (*Elected by Faculty Forum*)

Absent (voting members):

(*Student representative*)

Present (non-voting members):

Lisa Bacon (*Substitute Note taker*)

Vickery Viles (*Director of Curriculum & Assessment*)

Ralph Phillips (*ChairMoot Chair Elect*)

Courtney Whetstine (*Director of Admissions & Registrar*)

Laura Boehme (*IT Representative*)

Absent (non-voting members):

Eric Weller (*Note taker*)

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

1. Review Minutes from 6/6/16 Meeting

- a. The meeting was open to review the minutes from the last meeting.
- b. It was noted that “excepted” should be changed to “accepted” in section 3a-i.
- c. Syllabus Policy Discussion
 - i. The minutes noted that a proposal would be submitted in the fall to standardize COCC’s grading policy. There was a question on whether this process should be fostered by Academic Affairs or if it should be supported by ChairMoot.
 - ii. There was a comment that a grading policy should go through Academic Affairs to bring consistency across the college (not just regarding A+ grade).
 - iii. If the policy is brought before ChairMoot first, it will allow it to go through a body of faculty for vetting. Suggestion to have it come to Academic Affairs after ChairMoot to allow data to be collected and to bring forward a more polished proposal.



- iv. Eddie Johnson intends to draw up the proposal after doing some research of other Oregon community colleges. **Eddie requested that the proposal be added to the next (or week after) ChairMoot agenda.**
 - d. Presentation Checklist
 - i. This form will be revised, but has not been done yet.
 - e. Upcoming Items
 - i. PSI Taskforce is now called Academic Program Review; this will be discussed in more detail with Vickery's term glossary.
 - ii. Learning Community Committee was not disbanded. **Tim Peterson will follow up with Chris Rubio on this.**
 - f. Membership
 - i. Tim Peterson will go to College Affairs this week to finish membership changes:
 - 1. CTE council representative
 - 2. Changing name from "Notetaker" to "Committee Specialist" for policy committees
 - ii. Question regarding whether or not last year's decision on electing a committee chair was documented thoroughly in the minutes. **Tim Peterson will follow up to ensure they're in the minutes from 5/16/16.**
 - iii. Tyler Hayes is actively recruiting students for committee membership.
 - g. **Colette Hansen motioned to approve the minutes from 6/6/16. Stephanie Andrè seconded the motion. The voting members unanimously approved the minutes with a minor revision (except to accept).**
- 2. Academic Reinstatement Committee**
- a. In 2002, this was referenced as a subcommittee of Academic Affairs, but there was no documentation of approval. In 2013, the committee was brought to Academic Affairs for approval, but again, there was no documentation of approval.
 - i. Tim and Eric found notations from two meetings in 2013 showing approval from Academic Affairs but there was no signed form from the President and no end-of-year-report.
 - b. This committee has been active for 10+ years and reviews student petitions for those on Third Academic Warning. The basic nature of this process is outlined in the college's Academic Warning Policy.
 - c. The committee meets once per term and can review anywhere between four and 15 petitions each term.
 - d. Courtney Whetstone also proposed the following changes to the charge:
 - i. The first sentence should be updated to read "approving with conditions" instead of "modifying"
 - ii. Committee should not be referred to as taskforce
 - iii. A proposal is being made in College Affairs this week to allow Academic Affairs to make direct recommendations to the President. The suggested changes to this charge can then be approved by Academic Affairs.



- e. Suggestion to have a staggering of faculty member terms (two years) to provide guidance to new committee members. Courtney Whetstine was supportive of this, as it would allow work to start earlier.
- f. Question regarding where this committee will be housed after approval. A formal committee would be listed in the GP Manual in the policy section. This committee would likely be housed under Administrative; however, it could be considered Advisory if they make a recommendation to the Registrar's office.
 - i. In the future, it might be helpful to include where the committee should be housed as part of the proposal.
- g. **Ralph Phillips will share this proposal with ChairMoot.**
- h. **Eddie Johnson motioned to approve the Academic Reinstatement Committee for second reading. Dana Topliff seconded the motion. The voting members unanimously approved the Academic Reinstatement Committee for second reading with the edits mentioned.**

3. Academic Terms Glossary

- a. This item is for review, not necessarily approval. Recommendation to review terms annually for vetting purposes. It should be a guide as Academic Affairs committee reviews and approves policies.
 - i. Those terms previously approved by Academic Affairs are noted in the glossary.
- b. These terms are posted on the Assessment webpage. Question regarding if this should be posted somewhere more visible college-wide (Commlines). It will be posted with the Academic Affairs minutes and materials. It could also go on the Faculty Resources webpage.
- c. Terms tend to be used in multiple ways, so Vickery began working on this glossary. The glossary is mostly academic related.
- d. The newest term is "discipline." Previously, "program" was defined and approved in Academic Affairs as a degree or certificate. Discipline is the unit between department and program (e.g. NIR department>Automotive discipline>17 programs). Departments are still able to make changes to their disciplines (break into smaller disciplines).
 - i. Question regarding the difference between discipline and focus. Focus is an area of concentration within a program. An alternative definition related to major preparation was also used in the accreditation report.
 - 1. This looks similar to Guided Pathways as defined at a state level for transfer programs.
 - ii. Academic Affairs will not necessarily approve disciplines; the committee will still largely approve programs. However, a list of active disciplines should be kept and reviewed regularly.
 - iii. **Vickery will send a list of disciplines by department and programs by discipline to provide additional guidance.**

4. Academic Affairs Membership

- a. Classified membership should be added to the matrix.



- b. Charge outlines four faculty members with a balance among departments. Currently, there is not a diverse group of faculty serving. One dean area is not represented on the committee at all.
 - i. Question regarding if department should be changed to discipline as there can be variety within a department (e.g. Business and Aviation). This may be helpful in diversifying membership; however, you still may get similar worldviews (e.g. Science, Allied Health).
 - ii. It's hard to select diverse committee members through Faculty Forum without knowing who is already on the committee and what is needed.
Recommendation to have a matrix put out at the forum with committee needs and charge to better educate the group.
 - iii. Question regarding how to address lack of diversity at this juncture. Suggestion to communicate more frequently and widely to compensate for lack of diversity.
Betsy will request that Academic Affairs minutes be a standing meeting agenda item for ChairMoot and CTE Council. Additionally, the group should be prepared that some items may require additional research from non-represented departments before decisions can be made.

Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:31pm.

Next Meeting: Monday, October 31, 2016 – Max Merrill, Library 221 at 3:30 p.m.