

Academic Affairs Meeting Minutes

Date: 9/25/2017, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

(Note: Additions/corrections listed in blue italic text.)

Present (voting members):

Stephanie André (*Transfer Faculty*) – Chair

Brian Bubak (*Matthew Lachance - Winter Term*) (*CTE Faculty*)

Jessica Giglio (*Transfer Faculty*)

Betsy Julian (*VPI*)

Deb Malone (*Faculty at Large*)

Absent (voting members):

(*ASCOCC representative - TBD*)

Barbara Bellinger (*Classified Representative*)

Amy Harper (Faculty Forum President-elect) – note: Stacey Donohue acted in Amy Harper's absence

Ken Swartwout (*CTE Faculty*)

Present (non-voting members):

Stacey Donohue (*Shared Governance Workgroup*)

Jeff Floyd (*IT Representative*)

Mary Nelson (*Committee Specialist*)

Vickery Viles (*Director of Curriculum & Assessment*)

Courtney Whetstine (*Director of Admissions & Registrar*)

Absent (non-voting members):

Ron Boldenow (*ChairMoot Representative*)

TBD (CTE Council Representative)

Guests:

None

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

1. Review Minutes from 6/5/17 Meeting

- a. The meeting was open to review the minutes from 6/5/17.
- b. Comments on Section 2.c.iii. by Vickery Viles:
 - i. Changes were made to the forms over the summer
 - ii. Changed questions on the form
 - iii. Might have the course form soon and program form in early November
- c. Comments on Section 4. by Stacey Donohue:
 - i. Language in GP Manual has been edited
- d. **Jessica Giglio motioned to approve the minutes. Deb Malone seconded the motion. The minutes were approved unanimously with the above listed comments.**

2. **Discussion: Establish Norms for Academic Affairs Committee**

- a. The group discussed and suggested the following committee norms:
 - i. Represent your unit or students, not your discipline
 - ii. Stay on task
 - iii. No drama
 - iv. Accomplish
 - v. Don't dominate the discussions
 - vi. Be prepared
 - vii. Listen
 - viii. No use of devices (cell phones, etc.) during meetings
 - ix. Be on time
 - x. Be clear on the committee charge
 - xi. Be willing to disagree (~~respectively~~ **respectfully**)

3. **Review: Academic Affairs Committee Charge**

- a. The committee reviewed the charge and discussed the committee's purpose and operations:
 - i. Communicate Academic Affairs decisions
 - ii. Should the review of course fees take place in Academic Affairs instead of College Affairs? (Bring to Shirley Metcalf.)
 - iii. Discuss academic issues (at the college level) and not just policies.

4. **Review: Summary of 2016-17 Academic Affairs Committee Work**

- a. The committee reviewed the summary document.
 - i. One item carrying over from 2016-17 is the work on the grading policy.
 1. Three elements of the grading policy:
 - a. Standardized grading scale (put to rest)
 - b. The use of A+ and C- (bring back to discussion)
 - c. Revisit grading policies/procedures for clarity.
 2. Also need to discuss:
 - a. Placement testing waiver
 - b. Eligibility for commencement
 - c. Awards – clarify
 - i. State requirements approved by the Board need to come to Academic Affairs first
 3. Grading policy committee:
 - a. ~~Rebecca Walker-Sands~~ **Tom Barry**, Eddie Johnson, ~~Kathy Smith~~ **Ken Swartwout**, Courtney Whetstine, Dana Topliff

5. **Other:**

- a. Due to a lack of agenda items, the committee agreed to cancel the 10/2/17 meeting.

Stacey Donohue motioned to adjourn the meeting, and Betsy Julian seconded the motion. The meeting adjourned at 4:22pm.

Next Meeting: Monday, October 16, 2017 – Max Merrill, Library 221 at 3:30 p.m.