

Academic Affairs Meeting Minutes

Date: 11/13/2017, 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

Barbara Bellinger (*Classified Representative*)

Brian Bubak (*Matthew Lachance – Winter & Spring Term*) (*CTE Faculty*)

Jessica Giglio (*Transfer Faculty*)

Amy Harper (*Faculty Forum President-elect*)

Betsy Julian (*VPI*)

Deb Malone (*Faculty at Large*)

Ken Swartwout (*CTE Faculty*)

Absent (voting members):

TBD (*ASCOCC representative*)

Present (non-voting members):

Stacey Donohue (*Shared Governance Workgroup*)

Jeff Floyd (*IT Representative*)

Krista Leaders (*Committee Specialist*)

Mary Nelson (*Committee Specialist*)

Vickery Viles (*Director of Curriculum & Assessment*)

Courtney Whetstone (*Director of Admissions & Registrar*)

Absent (non-voting members):

Ron Boldenow (*ChairMoot Representative*)

TBD (*CTE Council Representative*)

Guests:

Tim Peterson (*HHP Chair*)

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

Old Business

A. Review Minutes from 9/25/17 Meeting

- a. The meeting was open to review the minutes from 9/25/17.
- b. Corrections and additions made to member list:
 - i. Matthew Lachance will replace Brian Bubak as a CTE Faculty voting member for the Winter Term only;
 - ii. Amy Harper is the Faculty Forum President-elect representative;
 - iii. Stacey Donohue represents the Shared Governance Workgroup;
 - iv. The CTE Council representative is yet to be determined.
- c. Section 2.xi. word correction



- d. Section 4.a.i.3 Grading policy committee member corrections:
 - i. Tom Barry in place of Rebecca Walker-Sands
 - ii. Ken Swartwout in place of Kathy Smith
 - e. **Brian Bubak motioned to approve the minutes with the corrections noted. Jessica Giglio seconded the motion. The committee unanimously approved the minutes with the above listed corrections.**
- B. Review Curriculum Committee minutes from 10/17/17 and 10/24/17**
- a. The Curriculum Committee minutes were reviewed; no comments or questions.
- C. Information Items**
- a. Curriculum Committee 2016-17 End of Year Report
 - i. Comment on the Major Topics section
 - ii.
 - b. Learning Outcomes and Assessment Committee 2016-17 End of Year Report
 - i. Clarification question on the Centralized Storage mentioned in the coming academic year section.
 - 1. The new CourseLeaf software will manage storage.
 - ii. Learning Outcomes and Assessment Committee is a subcommittee of Academic Affairs created to help with tracking of assessment.
 - c. Side note: End of Year report templates are from the Shared Governance Workgroup

New Business

- A. First Reading: General Education Outcome Revision Proposal**
- a. Discussion points:
 - i. Process for outcome revisions
 - ii. State defined outcomes
 - 1. COCC uses state defined outcomes for assessment
 - 2. No required state outcomes in place
 - iii. Discussion on the Health outcome present in HHP activity courses
 - 1. Related to different/diversity of course content
 - 2. Health outcome is designed/applied to specific activity course
 - b. **Deb Malone motioned to approve the first reading of the General Education Outcome Revision Proposal; Ken Swartwout seconded the motion. The committee unanimously approved the first reading of the proposal.**
- B. Discuss new program approval process**
- a. The current approval process for CTE Programs is from 2015 and not well used.
 - i. The first step in the process should happen in the Spring or Summer when the new program idea goes to PAT.
 - ii. The second step is to bring the new program to Academic Affairs.
 - iii. The third step is documentation in CourseLeaf.
 - b. New program approvals:
 - i. Accounting Clerk
 - 1. State level correction only, so it will not go through the whole process.
 - ii. Manufacturing/Welding STCC and AAS
 - 1. Will go through approval process later after additional development
 - iii. Cybersecurity STCC and AAS

1. Reviewed by PAT and ready for stage two of the approval process
 - iv. EMS CC
 1. Reviewed by PAT and ready for stage two of the approval process
 - c. The committee discussed whether stages 2 and 3 should be combined, what documentation is created in stage 3, and where that documentation resides.
 - i. Program approval documentation will reside in CourseLeaf.
 - d. The full documentation for the three new programs reviewed by PAT (Cybersecurity STCC/AAS, and EMS CC) should be reviewed before the next Academic Affairs meeting.
- C. Discuss a tentative plan for the rest of our time together this academic year:**
- a. Six new programs (*see information in Item B.*)
 - i. Three of these new programs have been approved by President Metcalf and are moving from stage one to stage two within the new program approval process. We will most likely have a first reading ready for Monday, 11/27 (or possibly sooner?).
 - ii. The status of the other three programs is currently TBD.
 - iii. There is no deadline for Academic Affairs for the new program approvals, but there is a deadline for new programs to be submitted to the Curriculum Committee.
 - b. Grading Policy Task Force status update – *to be addressed at upcoming meetings*
 - c. Possible upcoming policy changes?
 - d. Revise award definitions.
 - e. Revise our charge – *to be addressed at upcoming meetings*
 - f. Course fee changes approval process – *to be addressed at upcoming meetings/Academic Affairs will be in on the conversation*
 - g. Does anyone know of other things coming up for AA in 2017-2018?
 - i. *Labor Management is revising the GP Manual*
 - ii. *Math and Writing changes with Title III may not be addressed until Spring*
 - h. *Remaining Fall Term meetings: 11/27/17 and 12/11/17*

The meeting adjourned at 4:25pm.

Next Meeting: Monday, November 27, 2017 – Max Merrill, Library 221 at 3:30 p.m.