

Academic Affairs Meeting Minutes

Date: 5/1/2017, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

Present (voting members):

Eddie Johnson (*Faculty Forum President*)
Stephanie André (*Elected by Faculty Forum*)
Betsy Julian (*VPI*)
Tim Peterson (*Faculty at Large*)
Dana Topliff (*Elected by Faculty Forum*)
Colette Hansen (*Classified Representative*)
Jessica Russell (*Elected by Faculty Forum*)
Brian Bubak (*Elected by Faculty Forum*)

Absent (voting members):

Truman Merrifield (*Student representative*)

Present (non-voting members):

Eric Weller (*Note taker*)
Vickery Viles (*Director of Curriculum & Assessment*)
Ralph Phillips (*ChairMoot Chair Elect*)
Deborah Malone (*CTE Representative*)
Courtney Whetstine (*Director of Admissions & Registrar*)
Jeff Floyd (*IT Representative*)

Absent (non-voting members):

none

Guests:

none

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

1. **Review Minutes from 4/17/17 Meeting**
 - a. The meeting was open to review the minutes from the last session.
 - b. It was mentioned that 4, d, viii, 1 from the minutes will be edited for clarity.
 - c. **Colette Hanson motioned to approve the minutes with the noted change. Stephanie André seconded the motion. The minutes were unanimously approved with this change.**

2. **Discussion Only: Review of Curriculum Committee Minutes from 4/18/17; 4/25/17.**
 - a. The committee was open to review the minutes from the last Curriculum meetings and the following item was noted:

- i. Courseleaf is ready to be tested.
 - b. There were no additional comments from the minutes.
3. **Update: Grading Policy Taskforce**
 - a. The committee was provided the following update from the Grading Policy Task Force:
 - i. The taskforce sent out a survey last Thursday. Over 100 responses have been received so far.
4. **SECOND READING: Title IX Syllabus Statement**
 - a. The meeting was open to review the proposal for second reading. The below items were mentioned for follow up:
 - i. Betsy will follow up with HR on the questions presented at the last meeting about Title IX and athletics/pregnancy.
 - ii. Courtney will follow up with HR regarding Title IX and the college catalog.
 - iii. Betsy will also follow up with HR to determine where the Title IX statement needs to be posted on the website.
 - b. Dana Topliff motioned to approve the proposal for first reading. Colette Hansen seconded the motion. The committee unanimously approved.**
5. **Discussion Only: Video Conferencing Systems:**
 - a. Jeff Floyd provided the committee an update on COCC's current video conferencing system:
 - i. Currently the most advanced system resides on the Prineville campus.
 - ii. Over the last 5 years there has been a transition to host this type of system on the cloud vs. on campuses. As a result, COCC is likely to move in the direction of a cloud based system.
 - iii. IT is currently leaning toward a Cisco Webex system.
 1. Cisco currently has a video conferencing system plus app that is compatible with phones.
 2. This system would provide a link for students/faculty to click rather than downloading a program.
 - b. The group was asked for feedback regarding this type of product, and the following items were presented:
 - i. It was suggested that IT seek feedback from Kathy Smith and Doug Nelson as they were going to pilot a similar program.
 - ii. Has the equipment in Prineville not been used?
 - iii. HHP (yoga) would be interested in seeing the new product as they are considering offering a course that would use this type of technology.
 - iv. Are there recording capabilities? – Yes
 - v. Would this be two-way audio/video? – Yes
 - vi. Is there a plan to set up the technology in certain spaces on campus?
 1. A conference room and a classroom would be the primary focus.
 - vii. CIS records many of its classes, but does not do large synchronous classes.
 - viii. Is the live interaction worth the additional expense, or would prerecording be sufficient?
 - ix. It was suggested that IT visit ChairMoot and CTE council for additional feedback.
 - x. The system being discussed would be around \$2,700 a year.

6. Discussion Only: Review of Academic Affairs membership and charge (Section G-6-3 in GP manual).

- a. The current committee membership was reviewed by the group.
- b. The committee members also reviewed the membership and charge description from the GP manual G-6-3. The following topics were discussed:
 - i. What is the difference between the faculty “at large” position?
 1. This member does not represent a specific department.
 - ii. The faculty “at large” position will also be adjusted to state “elected by the faculty forum.
 - iii. The *Curriculum and Workforce Data Specialist* title will be updated to: *Director of Curriculum and Assessment*.
 - iv. **The committee matrix on the web is in need of updating. Tim will send a request to Terri Botts.**
 - v. The chair is traditionally a faculty members, is this required, or can anyone be the chair? The following were mentioned about this topic:
 1. It means a lot to faculty to serve on a committee as chair when going up for promotions or tenure. As a result, it may be good to make this official in the committee charge.
 2. Classified staff can have difficulty working out release time from their positions to take on an additional task as a committee chair. This may be one of the factors contributing to the chair normally being faculty.
 3. It was determined to leave the chair election statement as listed.
 - vi. Faculty membership “should” represent a balance, should this be revised to say “must”?
 1. When faculty nominations are distributed, it is indicated what position the nomination is for but does not currently indicate department.
 2. It was determined the statement will stay as “should” and faculty nominations will represent the department faculty are in.
 - vii. Should the Academic Reinstatement Committee be removed from Primary Functions of Academic Affairs #4?
 - viii. Academic Affairs does review the minutes from the Learning Communities committee.
 - ix. Should significant changes to programs, degrees, creation of new programs still be reviewed by Academic Affairs? Yes, before Curriculum for the creation of new programs and degree. Certificates are still being considered.
- c. **Tim will incorporate the suggestions made into a new committee charge and bring to the next meeting for review.**

7. Nominees for 2017/2018 AA Chair

- a. **Tim nominated Stephanie André to be chair of the Academic Affairs committee next year. Stephanie accepted the nomination. Jessica Russell seconded the nomination. The committee unanimously approved.**

Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:30pm.

Next Meeting: Monday, May 15, 2017 – Max Merrill, Library 221 at 3:30 p.m.