

**Academic Affairs Meeting Minutes**

**Date: 6/5/2017, 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*)  
Tim Peterson (*Faculty at Large*)  
Dana Topliff (*Elected by Faculty Forum*)  
Colette Hansen (*Classified Representative*)

**Absent (voting members):**

Truman Merrifield (*Student representative*)  
Betsy Julian (*VPI*)  
Jessica Russell (*Elected by Faculty Forum*)  
Brian Bubak (*Elected by Faculty Forum*)

**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*)

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

Jeff Floyd (*IT Representative*)

**Guests:**

Jessica Giglio (*Elected by Faculty Forum for 17-18*)

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

1. **Review Minutes from 5/1/17 Meeting**
  - a. The meeting was open to review the minutes from 5/1/17.
  - b. There were no comments made regarding the minutes.
  - c. **Dana Topliff motioned to approve the minutes. Colette Hansen seconded the motion. The minutes were unanimously approved with no changes.**
  
2. **Discussion Only: Review of Curriculum Committee Minutes from 5/2/17; 5/23/17; 5/30/17.**
  - a. The group reviewed the minutes from the last Curriculum meetings and the following items were discussed:
  - b. There will be a vote tomorrow morning to elect next year's Curriculum committee chair.
  - c. Updates on Courseleaf:



- i. Courseleaf received business rules from COCC and access to course data from Banner. **Changes were made to the forms over the summer.**
      - ii. Faculty load rules is the biggest issue for Courseleaf. **Changed questions on the form.**
      - iii. COCC requested some changes to the Courseleaf forms. **Might have the course form soon and program form in early November.**
      - iv. The goal is to have Courseleaf available for faculty by early fall 2017.
    - d. What is the timeline for class revisions in Courseleaf?
      - i. The Courseleaf workflow was reviewed.
    - e. Will Courseleaf change the work of the Curriculum committee drastically?
      - i. At this point, it is difficult to determine the impact.
      - ii. The committee catches many errors manually.
      - iii. A large gain with Courseleaf is that current information will be provided accurately as it will be pulled from the system.
      - iv. There will be a learning curve to adapt to a new curriculum interface.
- 3. **Update: Grading Policy Taskforce**
  - a. The committee was provided the following updates from the Grading Policy Task Force:
    - i. The group will meet again next week, and not again until fall 2017.
    - ii. The survey is now complete and the below updates were communicated:
      - 1. There were 148 responses received and the majority were faculty.
      - 2. 45% do agree to a standard grading scale, 48% do not, the remaining responses showed no opinion. As a result, the decision will be up to the taskforce and the VPI will be sitting in on the taskforce discussions.
      - 3. Survey responses were passed around to the group with responses to the A+/C- grade removed.
      - 4. ASCOCC decided as a group that they did not want to submit a survey as without getting input from all students at COCC.
        - a. It was discussed that Tyler Hayes would be a good follow up contact for the taskforce regarding this.
      - 5. One Administrator responded to the survey.
      - 6. The taskforce is currently unsure on how much student input would be considered “enough” to support the proposal one way or the other.
      - 7. The taskforce reached out to the Student Affairs committee but no response was received.
      - 8. An informal survey done in the Science department indicated that students would like to see a standard grading scale on the COCC website.
  - b. It was mentioned that many survey responses were not overly professional and more candid.
  - c. It was mentioned that faculty may show stronger support if they feel as though their discretion and judgement are being taken into account.
  - d. It was also mentioned that it will be important to address the student confusion issues indicated from the survey responses.
- 4. **Update: Faculty Promotion Requirements and Community Service**
  - a. The committee was provided an update regarding the elimination of the criteria of community service for faculty being promoted to Assistant Professor II.

- i. The Faculty Forum in conjunction with the VPI worked on this proposal.  
**Language in GP Manual has been edited.**
- ii. It was determined that new faculty should not have the added pressure of this requirement as they have many other things to learn as a new faculty member.
- iii. The proposal to remove this promotion requirement was taken to College Affairs as a consent agenda item.
  1. There was confusion at the College Affairs meeting about this being a consent agenda item. As a result, the Shared Governance committee will address how these types of requests should be handled in the future.
  2. President Metcalf approved this change without requiring a first and second reading from College Affairs

**5. Discussion Only: Academic Affairs end of year report.**

- a. Information for the Academic Affairs end of year report was reviewed by the group. The following items were discussed:
  - i. Committee Membership:
    1. Faculty Forum representative=Amy Harper (depending on fall schedule)
    2. Faculty At-Large=Deborah Malone
    3. Faculty Forum (TFR)=Jessica Giglio
    4. Faculty Forum (TFR)=Stephanie André
    5. Faculty Forum (CTE)=Ken Swartwout
    6. Faculty Forum (CTE)=Brian Bubak
    7. CTE Council representative=TBD
    8. Chairmoot representative=TBD
    9. Classified representative=Barbara Bellinger
    10. ASCOCC representative=TBD
    11. Director Curriculum & Assessment=Vickery Viles
    12. IT Representative=Jeff Floyd
    13. Vice President for Instruction=Betsy Julian
    14. Registrar=Courtney Whetstine
  - ii. 2016-17 Approved Items:
    1. Academic Reinstatement Committee
    2. Curriculum Committee Charge Updates
    3. Course Standards Statement and Outline Policy
    4. Curriculum Standards Procedure
    5. Promotions Committee Membership
    6. Title IX Syllabus Statement
  - iii. Needs/Challenges and Accomplishments discussed by the group:
    1. The continued web development was mentioned as an accomplishment.
    2. Student representation was a challenge.
    3. Lack of clarity on what issues got to specific policy committees is an area for improvement.
    4. Updates to the General Procedures Manual were a challenge.
    5. Figuring out who is responsible for updating the information in other places (i.e. handbooks, web pages, forms, etc.) is a challenge.



6. Broader diversity of faculty was a challenge at the beginning of the year but was improved for next year.
7. Closing the loop of signing documents was an improvement.
8. Not using Academic Affairs as only an information platform was an accomplishment.

b. The additional comments discussed will be added to the end of year report.

**Eddie Johnson motioned to adjourn the meeting. The meeting adjourned at 4:27pm.**

**Next Meeting: Monday, October 2, 2017 – Max Merrill, Library 221 at 3:30 p.m.**