

Academic Affairs Meeting Minutes

Date: 1/22/2018, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

<p><u>Present (voting members):</u> Stephanie André (<i>Transfer Faculty</i>) – Chair Jessica Giglio (<i>Transfer Faculty</i>) Amy Harper (<i>Faculty Forum President-elect</i>) Betsy Julian (<i>VPI</i>) Deb Malone (<i>Faculty at Large</i>)</p>	<p><u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>) Barbara Bellinger (<i>Classified Representative</i>) Matthew Lachance (<i>CTE Faculty</i>) Ken Swartwout (<i>CTE Faculty</i>)</p>
<p><u>Present (non-voting members):</u> Jeff Floyd (<i>IT Representative</i>) Stacey Donohue (<i>Shared Governance Workgroup</i>) Krista Leaders (<i>Committee Specialist</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Courtney Whetstine (<i>Director of Admissions & Registrar</i>)</p>	<p><u>Absent (non-voting members):</u> TBD (<i>CTE Council Representative</i>) Thor Erickson (<i>ChairMoot Representative</i>)</p>
<p><u>Guests:</u> Alicia Moore (<i>Student Enrollment Services</i>)</p>	

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

Unfinished Business

1) Review Minutes from 1/8/18 Meeting

- a) The meeting was open to review the minutes from 1/8/18.
- b) Corrections suggested:
 - i) Item 3-b-i correct Fall 2107 to Fall 2017
 - ii) Item 3-b-ii should be removed from 3-b and made its own item, c)
 - iii) Amend Betsy’s motion with highlighted text
Betsy motioned to approve the proposed CIS AS degree be moved forward for the 2018/19 catalog contingent upon getting written documentation to Betsy from OIT about the transferability and compatibility of the program. Amy 2nd, motion passed
- c) **Motion to approve the minutes Deb, 2nd Jessica with suggested changes**

2) Information Item: Status Update from Learning Outcomes and Assessment (LOA)

- a) Vickery gave a summary of LOA Activity, highlighting the process the committee has gone through to develop rubrics and forms for use in presenting and evaluating program/GE assessment plans for 2017.
- b) For 2017-2018 assessment projects, the committee saw significant improvement in the scope and depth of assessment plans submitted by departments. The committee also saw improvement in the number of programs scheduled for assessment.
- c) Winter ‘18 will focus on the review of forms and companion rubrics. Review the overall process of program assessment with the goal of providing resources for clarification.

3) New Business

A. *Information Item: Policy Proposal Flowchart*

- Stacey presented the latest revision to the Policy Proposal Flowchart. She is looking for feedback as it is used in Academic Affairs and College Affairs Committees.
- Its purpose is help chairs and policy committees to navigate Roberts Rules and to facilitate meetings to make changes to the policy manual.
- Discussion ensued regarding tabling an item vs rescinding. To table is to come back to the committee with revisions. Tabling is to take a pause and revisit later. Items can be tabled because the committee ran out of time and will revisit at the next meeting, or to give more time for campus community input. Rescind is to remove from the committee agenda entirely and start over. Stacey will check Robert's Rules for clarification of wording for rescind or deny.
- Procedure changes are considered at the departmental level, however, this depends on whether the procedure change impacts other departments. Changes still have to go through College Affairs as an information item. Faculty section of GP Manual, procedure and policy are entwined in the GP Manual. Policy changes have to go through the approval process.

B. *Information Item: Student Conduct Notations on Student Transcripts*

- Alicia Moore presented information regarding national and state discussions regarding whether specific student conduct issues should be included on a student's academic transcript.
- The American Association of Collegiate Registrars and Admissions Officers (AACRAO) is now **recommending** that institutions include some form of notice to student's transfer institution if the student has been found responsible for specific Clery act crimes AND that action resulted in the student's ineligibility to return to the institution (examples include arson, aggravated assault, sexual assault, homicide, etc.). It also includes recommendations regarding if a student is ineligible to return due to academic violations.
- Concerns are liability for an institution to act or not act on the information included on the transcript.
- Discussion ensued regarding the impact on a student's future education and/or employment.
- The question was raised why the institution would be more concerned with campus conduct than criminal background.
- Statewide the Registrars are not at a cohesive opinion with regard to the issue.

C. *Information Item: Revisions to Academic Affairs' Presentation Checklist form*

- Stephanie made edits to the Presentation checklist.
- Suggestions:
 - add a spot for the date
 - change title to the form

- title the directions “Presentation Checklist Directions”
- Move the actual form to page 1 and the directions to page 2.
- Share with College Affairs
- Add effective date to Anticipated Implementation Timeline to the list of checklist questions. Replace Procedures with Policy
- Add categorize agenda item: action item feedback, informational, new policy or procedure, revise policy or procedure, etc. Placement should be at the top of the directions in the Overview of Program or Policy section, but change title to Overview of Proposal.
- Stephanie will make suggested changes and bring back the form to the group for feedback.

Betsy Julian motioned to adjourn, Amy Harper 2nd

The meeting adjourned at 4:30pm.

Next Meeting: Monday, February 5, 2018 – Max Merrill, Library 221 at 3:30 p.m.