

Academic Affairs Meeting Minutes

Date: 3/5/2018, 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>) Deb Malone (<i>Faculty at Large</i>) Ken Swartwout (<i>CTE Faculty</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>) Betsy Julian (<i>VPI</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>) Thor Erickson (<i>ChairMoot Representative</i>) Wayne Yeatman (<i>CTE Council Representative</i>)</p>	<p><u>Absent (non-voting members):</u></p>

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

Unfinished Business

- 1) **Review Minutes from 1/22/18 Meeting**
 - a) The meeting was open to review the minutes from 1/22/18.
 - b) Corrections suggested:
 - i) Item A: Procedure changes are considered at the departmental level, **however, this depends on whether the procedure change impacts other departments.**
 - ii) Item A: correct College to **Collegiate** and add a C to (AACRAO)
 - c) **Motion to approve the minutes Deb 1st, Ken 2nd with suggested changes. Motion passed.**
- 2) **Discussion Only: Review Curriculum Committee minutes from 1/16, 1/23, 1/30, 2/6, 2/13, 2/20, and 2/27.**
 - a) AS in Cybersecurity will not move forward for 2018-19
 - b) The Short-Term Certificate in Cybersecurity will be going to curriculum
- 3) **Information Item: Policy Proposal Flowchart**
 - a) Minor change to the Policy Proposal Flowchart, motion to rescind will be changed to motion to postpone.
- 4) **Information Item: Revisions to Academic Affairs' Presentation Checklist form**
 - a) Minor edit of page number under Type of Agenda and New Academic Program (*Complete only items #1 -2 on this form and attach stage 2 document*)
 - b) Krista to make a version of the checklist as a writeable PDF

New Business

- 2) Labor Management Committee Revisions to section G-34 of the *General Policy Manual*—“Faculty Policies”
 - a) Stacey gave background for revisions to Faculty Policies. Removed dated and sexist language, references to specific terminology such as Blackboard, LMS System, paper gradebooks, etc.
 - b) Looking for content errors, clarity, other revisions for areas that are lacking
 - c) Needs feedback by the end of March in order to take it to College Affairs for a first reading

Amy Harper motioned to adjourn, Deb Malone 2nd

The meeting adjourned at 4:07pm.

Next Meeting: Monday, March 19, 2018 – Max Merrill, Library 221 at 3:30 p.m.