

**Academic Affairs Meeting Minutes**

**Date: 4/16/2018, Monday 3:30-4:30 PM**

**Location: Max Merrill Room, Library 221**

<p><b><u>Present (voting members):</u></b>          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>)          Barbara Bellinger (<i>Classified Representative</i>)          Betsy Julian (<i>VPI</i>)</p>	<p><b><u>Absent (voting members):</u></b>          TBD (<i>ASCOCC representative</i>)          Matthew Lachance (<i>CTE Faculty</i>)</p>
<p><b><u>Present (non-voting members):</u></b>          Jeff Floyd (<i>IT Representative</i>)          Krista Leaders (<i>Committee Specialist</i>)          Vickery Viles (<i>Director of Curriculum &amp; Assessment</i>)          Ralph Phillips (<i>CTE Council Representative</i>)</p>	<p><b><u>Absent (non-voting members):</u></b>          Stacey Donohue (<i>Shared Governance Workgroup</i>)          Courtney Whetstine (<i>Director of Admissions &amp; Registrar</i>)          Thor Erickson (<i>ChairMoot Representative</i>)</p>

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

**Unfinished Business**

- 1) **Review Minutes from 4/2/18 Meeting**
  - a) The meeting was open to review the minutes from 4/2/18.
    - i) Approved with no corrections
  - b) **Motion to approve the minutes Jessica 1<sup>st</sup>, Deb 2<sup>nd</sup>. Motion passed.**
- 2) **Discussion Only:** Review Curriculum Committee minutes from 4/10. No changes.
- 3) **Second Reading:** Revisions to section G-6-3 of GPM—“Academic Affairs Committee”
  - a) **Amy motioned to accept, Deb Malone 2<sup>nd</sup>. Motion passed**

**New Business**

A. Information Item:

**First Reading Short Term Class Changes (Betsy)**

- a. The proposal is to clarify short-term class definitions and to make better sense out of administrative dates for short-term classes
- b. Number of class meetings defines short-term classes currently and this proposal will change the definition to be the duration of the course.
- c. It will allow dropping of short-term classes up to the day before the class begins.
- d. **Barbara motioned to accept with suggested changes, Amy 2<sup>nd</sup>. Motion passed**
- e. **After discussion, it was decided this is a procedural item and not Informational and was reclassified. Will be on the agenda next week for a Second Reading.**

- B. Information Item: COCC Award Definition Proposal (Betsy and Vickery)
- a. The purpose of the proposal is to synchronize the language COCC uses on certificates and diplomas with the language the state has authorized COCC to use. Short-term Certificate of Completion Awards will become Career Pathways Certificates of Completion
  - b. Establish a minimum standard for program requirements.
  - c. Certificate of completion needs to be differentiated between 1 year and 2 year certificates as defined by the state.
  - d. Changes will appear in the Fall 2019-20 Catalog
  - e. Goal is to have the proposal to the Board for approval by December 2018
  - f. The institution has not defined minimum requirements in a number of areas. There is very little guidance of what is allowed for a new certificate.
  - g. Impacts CTE programs the most because there is less definition in those programs; transfer degrees are defined by the state.
- C. Discussion: Housekeeping for 2018-19
- a. Who will lead Academic Affairs in 2018-19?
    - i. **Betsy nominated Jessica Giglio for 2018-19 AA Chair, Deb 2<sup>nd</sup> motion approved**
  - b. Review Academic Affairs' entire web page (<https://www.cocc.edu/committees/academic-affairs/>). Does anyone have suggestions for revision?
    - i. **Remove committee matrix from AA website**
    - ii. **Update form location**

**Barbara motioned to adjourn, Amy 2<sup>nd</sup>.**

The meeting adjourned at 4:30pm.

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