

Academic Affairs Meeting Minutes

Date: 09/24/2018, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

<p><u>Present (voting members):</u> Jessica Giglio (<i>Transfer Faculty</i>) – Chair John Liccardo (<i>Transfer Faculty</i>) Amy Harper (<i>Faculty Forum President</i>) Michael Hansen (<i>Faculty at Large</i>) Betsy Julian (<i>VPI</i>) Wayne Yeatman (<i>CTE Faculty</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>)</p>
<p><u>Present (non-voting members):</u> Jeff Floyd (<i>IT Representative</i>) Jared Forell (<i>Admissions & Registrar Representative</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Krista Leaders (<i>Committee Specialist</i>)</p>	<p><u>Absent (non-voting members):</u> Open (<i>Shared Governance Workgroup</i>) Open (<i>ChairMoot Representative</i>) Open (<i>CTE Council Representative</i>)</p> <p>Guest Michael Murphy (<i>Director of E-Learning</i>)</p>

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

Unfinished Business

1) **Review Minutes from 6/11/18 Meeting**

- a) The meeting was open to review the minutes from 6/11/18.
 - i) Approved with no changes
- b) **Motion to approve the minutes Michael Hansen 1st, Wayne Yeatman 2nd. Motion passed unanimously.**

New Business

A. Information Item: Establish norms for Academic Affairs Committee (Jessica)

- a. No distracting devices
- b. Materials will be provided in advance on Tuesday or Wednesday the week prior to the meeting for review by committee members
- c. It is expected committee members and presenters will come to the meeting prepared
- d. The committee will follow Roberts Rules
- e. The committee will follow flowchart of committee process as provided by the Shared Governance Workgroup
- f. It is expected committee members will attend every meeting

B. Committee Chair suggested rescheduling meetings in October to 10/08/18, 10/15/18 (scheduled if necessary), 10/22/18, 10/29/18 (scheduled if necessary). Additional meetings scheduled due to the high number of programs being presented to the committee for review.

C. Information Item: Review Academic Affairs Committee Charge (Jessica)

- a. Reviewed the committee charge
- b. Betsy suggested follow-up on GP Manual revisions to see if they have been implemented. As of a couple of weeks ago, they had been made to the PDF version, but not the online version.

D. Information Item: Review 2017-18 EOY report (Jessica)

- a. Committee Chair reviewed the End of Year Report

E. Information Item: Update on new program proposals (Betsy)

- a. The following programs have gone through Stage 1 of the development process. Programs going to Stage 2 will be submitted to Academic Affairs for review
- b. Automotive Tech is diverging from the main program to develop a new electric/hybrid program
- c. ECE (Early Childhood Education) wants to develop a new certificate called Equity in Education
- d. NIR (Natural Industrial Resources) is proposing separating Welding from Machining Programs to develop a Career Pathways and AAS certificates in Welding
- e. EMS (Emergency Medical Services) develop a 1-year program to qualify people to receive an EMT certificate not a Paramedic
- f. CIS (Computer Information Systems) Cybersecurity
- g. At the request of St. Charles Medical Center, the college is considering developing a Certified Surgical Technician program to meet the employment needs of St. Charles Medical Center.

F. Information Item: Create LMS review task force (Betsy)

- a. Michael Murphy presented to the committee the current Learning Management System (LMS), Blackboard, has not been reviewed in the last 10 years
- b. Blackboard has had problems on the back end relating to functionality and customer service
- c. Blackboard issues are not unique to COCC. Other colleges are experiencing problems
- d. Cost of Blackboard is \$200,000 per year which is high for a product that is not functioning well
- e. Mobility is not being implemented in Blackboard
- f. Analytics are not integrated in Blackboard, as they are with other products.
- g. Accessibility is improving
- h. Looking for the blessing from Academic Affairs to create a task force to review other products for possible implementation.
- i. 15-18 months is the timeline for review and implementation
- j. Instruction should be considered before IT.
- k. Task force needs to represent a wide range of ability and background in faculty users: CTE, online, hybrid, continuing ed, etc.
- l. The task force ultimately will decide what is the best LMS for COCC

The meeting adjourned at 4:33pm.

Next Meeting: is scheduled for October 8, 3:30 – 4:30, Max Merrill room