

Academic Affairs Meeting Minutes

Date: 10/22/2018, 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>) Paula Simone (<i>CTE Council & ChairMoot Representative</i>)</p>	<p><u>Absent (non-voting members):</u> Open (<i>Shared Governance Workgroup</i>)</p>

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

Unfinished Business

1) **Review Minutes from 10/15/18 Meeting**

- a. The meeting was open to review the minutes from 10/15/18.
 - i) **Motion to approve the minutes John Liccardo 1st, Betsy Julian 2nd. Motion approved with suggested edits**

2) Review Curriculum Committee minutes from 10/16

New Business

1) **First Reading: Learning Outcomes and Assessment Committee minor term change proposal**

- a) Current committee membership cycle will result in 2022/2023 in a completely new membership
- b) Betsy suggested countering a potential issue of a newer membership in 2022/2023 by asking Sarah, Mindy, or Wayne to stay on the committee for one more year, which would stagger the membership turnover.
- c) Wayne has already moved from a 2-year position to a 3-year position.
- d) The committee decided to take one of their 2-year positions and make it a 3-year position, which would make the membership rotation more stable.
- e) **Motion to approve Wayne Yeatman 1st, John Liccardo 2nd to accept proposed changes**

- 2) **Information Item: Review and discuss COCC Award Definition Proposal**
- a) Paula will take the proposal to Chairmoot and CTE Council for review
 - b) COCC has the Short-term Certificate of Completion (35 units or less, non-financial aid eligible), state has approved Career Pathways Certificate of Completion
 - c) Certificates of Completion are lumped into one category at COCC. The state has approved separate 1 & 2 year Certificates of Completion
 - d) Corrections and alignment of certificates will go to the board for approval
 - e) The task force will work on a policy process that states changes to specific parts of an award will have to go through the board approval, Academic Affairs, or Curriculum committee. The purpose is so changes to an award are made through the most appropriate channels.
 - f) Award definitions are the minimum standards.
 - g) Areas of focus by the task force in the award definitions
 - i) Focus area requirements description will move to the top of the page
 - (1) Recommended courses in the focus area more clearly define the path for students and will live in the advising notes in the catalog.
 - ii) Performance standard requirements
 - (1) Grade of C or higher in all General Education and electives can be a D or higher.
 - (2) Math requirement should be state “choose one course from the list”
 - (3) Digital Literacy
 - (4) AGS degree satisfies the students who for whatever reason are not able to make the transfer degree requirements. Allows students to get an Associate of Arts degree for job requirements or fulfilling their desire to earn a degree.
 - iii) Related instruction, core courses.
 - h) The proposal will come back to Academic Affairs in a slightly different format. Digital Literacy will be added back to the AGS degree, refine the 1-year and 2-year certificate, change related instruction Math and Oral Communication requirement to “choose one from the list.”

The meeting adjourned at 4:33pm.

Next Meeting: is scheduled for October 29, 3:30 – 4:30, Max Merrill room