

Academic Affairs Meeting Minutes

Date: 11/26/2018, 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>) Michael Hansen (<i>Faculty at Large</i>) Ken Swartwout (<i>CTE Faculty</i>) Wayne Yeatman (<i>CTE Faculty</i>) Barbara Bellinger (<i>Classified Representative</i>) Amy Harper (<i>Faculty Forum President</i>)</p>	<p><u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>)</p>
<p><u>Present (non-voting members):</u> Jared Forell (<i>Admissions & Registrar Representative</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Jeff Floyd (<i>IT Representative</i>) Krista Leaders (<i>Committee Specialist</i>) Betsy Julian (<i>VPI</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) **Second Reading: Stage 2 Automotive TED AAS Program Proposal**
- 2) **Second Reading: Stage 2 Equity in Education Certificate Program Proposal**
- 3) **Second Reading: Stage 2 Manufacturing and Welding Multiple Programs Proposal**

Amy Harper motioned to approve all proposals for second reading, John Liccardo 2nd. Motion passed unanimously.

New Business

- 1) Update on related instruction
 - a) The task force has broken up into smaller sub groups to address computation and communication
 - b) Human relations the best defined based on work done in 2010
 - c) Computation is pretty well defined
 - d) Communications group is determining what CTE programs need
 - e) Survey sent to CTE indicated a need for writing for the workplace, oral communication practice
 - i) This is challenging because no specific curriculum addresses this need
 - ii) Should courses be created to address the need?



- iii) Few instructors have the qualifications to teach both disciplines
- iv) Should oral communication be addressed in Human Relations speech courses
- v) Speech courses used to meet the requirement for Human Relations could not also be used for Communication requirement.
- f) Embedding related instruction in courses is still a consideration; however, it must be more than an assignment. It must be actual instruction of the material. The other concern is there faculty members that are qualified to teach all disciplines in one course.
- g) Goal is to have the committee work completed by mid-winter

The meeting adjourned at 3:45pm.

Next Meeting: is scheduled for December 10, 3:30 – 4:30, Max Merrill room