

**Academic Affairs Meeting Minutes**

**Date: 01/28/2018, Monday 3:30-4:30 PM**

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

<p><b><u>Present (voting members):</u></b>          Jessica Giglio (<i>Transfer Faculty</i>) – Chair          Michael Hansen (<i>Faculty at Large</i>)          Ken Swartwout (<i>CTE Faculty</i>)          Wayne Yeatman (<i>CTE Faculty</i>)          Amy Harper (<i>Faculty Forum President</i>)          John Liccardo (<i>Transfer Faculty</i>)</p>	<p><b><u>Absent (voting members):</u></b>          TBD (<i>ASCOCC representative</i>)          Barbara Bellinger (<i>Classified Representative</i>)</p>
<p><b><u>Present (non-voting members):</u></b>          Vickery Viles (<i>Director of Curriculum &amp; Assessment</i>)          Jeff Floyd (<i>IT Representative</i>)          Krista Leaders (<i>Committee Specialist</i>)          Betsy Julian (<i>VPI</i>)          Paula Simone (<i>CTE Council &amp; ChairMoot Representative</i>)          Stacey Donohue (<i>Shared Governance Workgroup</i>)</p>	<p><b><u>Absent (non-voting members):</u></b>          Jared Forell (<i>Admissions &amp; Registrar Representative</i>)</p>

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

**Unfinished Business**

- 1) Review Academic Affairs Committee minutes from 1/07/19
  - a) **John Liccardo motioned to approve 1/7/19 minutes, Wayne Yeatman 2<sup>nd</sup>. Motion passed with no changes unanimously.**
- 2) Review Curriculum Committee minutes from 1/15, 1/22
- 3) Second Reading: Syllabus Template change proposal
  - a. **John Liccardo motioned to approve, Wayne Yeatman 2<sup>nd</sup> with revisions. Motion passed unanimously.**
- 4) Second Reading: Grades Appeal Committee Proposal
  - a) The suggestion was made to review the committee process moving forward and update the Academic section of the GPM in the future.
  - b) **Amy Harper motioned to approve, Wayne Yeatman 2<sup>nd</sup>. Motion passed unanimously.**
- 5) **New Business**
  - a) Discussion Item: Academic Master Plan Work Group Proposal
    - i) Work should begin soon on a new Academic Master Plan and be in alignment with the Strategic Plan
    - ii) The last one expired in 2018
    - iii) The previous Academic Master Plan has been a tracking mechanism of things departments have done, but has not served as a planning document by all departments.
    - iv) New plan will align with mission, core themes and the strategic plan and help to guide in the next three years.



- v) Do we want the Master Plan to follow or lead strategic planning?
- vi) The strategic plan should guide the master plan at this time.
- vii) How are people chosen to write the master plan? What does the process look like?  
What guidance should Academic Affairs be giving to the group?
- viii) The next plan should be set up to be evaluated and have a schedule for review. There needs to be some measurement of progress that allows adjustment in the plan.
- ix) Previous plan had faculty with seniority and impacted departments representation, but no real leadership roles or process defined.
- x) Who owns the Academic Master Plan and what is the process of maintenance?
- xi) An annual review of the plan will give the plan more meaning.
- xii) The Plan process should include analysis of APRs and the Strategic Plan to shape the Academic Master Plan.

The meeting adjourned at 4:30 pm.

**Next Meeting: is scheduled for January 28, 3:30 – 4:30, Max Merrill room**