

**Academic Affairs Meeting Minutes**

**Date: 02/18/2018, 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>)          John Liccardo (<i>Transfer Faculty</i>)          Ken Swartwout (<i>CTE Faculty</i>)          Wayne Yeatman (<i>CTE Faculty</i>)          Amy Harper (<i>Faculty Forum President</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>          Tyler Hayes (<i>Director Admissions &amp; Registrar</i>)          Krista Leaders (<i>Committee Specialist</i>)          Betsy Julian (<i>VPI</i>)          Paula Simone (<i>CTE Council &amp; ChairMoot Representative</i>)          Vickery Viles (<i>Director of Curriculum &amp; Assessment</i>)          Stacey Donohue (<i>Shared Governance Committee</i>)</p>	<p><b><u>Absent (non-voting members):</u></b>          Jeff Floyd (<i>IT Representative</i>)</p>

Meeting began @ 3:30

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

**Unfinished Business**

- 1) Review Academic Affairs Committee minutes from 1/28/19, 2/4/19
  - a) **Betsy Julian motioned to approve, John Liccardo 2<sup>nd</sup>, motion passed unanimously**
- 2) Review Curriculum Committee minutes from 1/29, 2/5
- 3) Discussion Item: Academic Master Plan Work Group and process
  - a) Betsy gave some background regarding the work the College Planning and Assessment Team’s been doing in a variety of areas that influence the Academic Master Plan
    - i. Types of assessment, how is it being used, where is it being stored
    - ii. Focus last year was on the Strategic Plan
    - iii. The group this year is working on assessment and how do we know we are fulfilling the mission of the college.
  - b) A 3-year cycle for the Academic Master Plan at this time will fit neatly with the Strategic Plan cycle and the review point of the Accreditation cycle.
  - c) Academic Affairs will own the Academic Master Plan; review the plan yearly and host on the website.
  - d) Should employee goals be aligned with the Academic Master Plan?
  - e) Committee makeup – Ideal volunteer would be someone who is somewhat early on in their faculty status at COCC.
    - CTE – Ron Boldenow
    - Academic Affairs – Paula Simone

- Transfer Faculty – Redmond/Prineville/Madras? Online faculty?
- Student Services – (consultant) Tyler Hayes or designee
- IT – (consultant)
- E-Learning – Michael Murphy or designee

f) The Academic Master Plan 2019-2021 charge for the work group was written:

The Academic Master Plan work group will present a recommended Academic Master Plan (AMP) to Academic Affairs by May 1, 2019. The proposed plan will include specific initiatives closely aligned to COCC's Strategic plan goals and will include initiative outcomes and metrics. The committee will seek input from the faculty and Chairmoot, and consult with IT and Student Services as necessary before finalizing their plan. The plan will begin in 2019-20 and last through 2021-22. Academic Affairs will design an annual review process to ensure that the AMP continues to guide instructional activities.

g) **John Liccardo motioned to approve the charge, Ken Swartwout 2<sup>nd</sup>, motion passed unanimously.**

- 4) Request for future agenda items for the committee
- a) Grade Appeal Process revisions
  - b) Credit Hour process
  - c) Internal Academic Affairs Proposal form
  - d) Change to video policy of lectures

1) **New Business**

- a) None

The meeting adjourned at 4:26 pm.

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