

**Academic Affairs Meeting Minutes**

**Date: 03/18/2018, 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>)          Barbara Bellinger (<i>Classified Representative</i>)</p>	<p><b><u>Absent (voting members):</u></b>          TBD (<i>ASCOCC 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> <p><b><u>Guests</u></b>          Alicia Moore (<i>Dean of Student &amp; Enrollment Services</i>)</p>

Meeting began @ 3:30

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

**Unfinished Business**

- 1) Review Academic Affairs Committee minutes from 2/18/19
  - a) **Barbara Bellinger motioned to approve, John Liccardo 2<sup>nd</sup>, motion passed unanimously**
- 2) Review Curriculum Committee minutes from 2/12, 2/19, 2/22, 3/1, 3/5, 3/8

**New Business**

- 1) **First Reading: Academic Advising Policy Revision (Alicia Moore)**
  - a) The work by First Year Experience Committee has prompted the revision of the policy.
  - b) Currently New Student Advising (NSA) for summer is optional new students.
  - c) The change in the policy is to make NSA required for new students registering COCC in the summer term.
    - i. The rationale is to streamline a summer student’s ability to register in the fall as a returning student without being stalled by the NSA requirement.
    - ii. The messaging will be clearer for students when the NSA date for fall will move from July to May and there will be some overlap with summer advising. Summer 2020 NSA will begin in spring 2020.

- d) There is a concern the online catalog does not come out until May will affect the accuracy of NSA that may take place prior to the new catalog being available. COCC is the only college that currently waits until the print catalog comes out in July to do NSA.
    - i. With the implementation of an online catalog, the gap between catalog availability and NSA will close.
  - e) Following the policy revision, the timeline of NSA days and faculty availability will be determined. CAP Services staff will handle advising days that occur during times when faculty are off contract.
  - f) 35% of new students register for fall between November and March yet COCC does not communicate with them until July. Part of the First Year Experience plan is to engage with new students earlier through online orientation prior to NSA, giving them a sense of belonging.
  - g) **John Liccardo motioned to approve, Michael Hansen 2<sup>nd</sup>, motion passed unanimously**
- 2) **Informational Item: Institutional Core Competencies (Betsy)**
- a) Assessment work through APR, student learning, program assessment, AUR over the years has led to a more holistic approach for institutional level of assessment. How well are we doing at achieving the COCC Mission?
  - b) Accreditors NWCCU have been analyzing their process and moving toward a more open approach to verifying how colleges are meeting their mission statements.
  - c) New format for accreditation process is requiring colleges to have an institutional benchmark for core competencies.
  - d) The work being done with related instruction is uncovering some common ground between related instruction and general education outcomes.

The meeting adjourned at 4:28 pm.

**Next Meeting: is scheduled for April 15, 3:30 – 4:30, Max Merrill room**