

Academic Affairs Meeting Minutes

Date: 04/15/2019, 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 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><u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>)</p>
<p><u>Present (non-voting members):</u> Jeff Floyd (<i>IT Representative</i>) Krista Leaders (<i>Committee Specialist</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Stacey Donohue (<i>Shared Governance Committee</i>)</p>	<p><u>Absent (non-voting members):</u> Tyler Hayes (<i>Director Admissions & Registrar</i>) Betsy Julian (<i>VPI</i>) Paula Simone (<i>CTE Council & ChairMoot Representative</i>)</p>

Meeting began @ 3:30

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

Unfinished Business

- 1) Review Academic Affairs Committee minutes from 3/18/19
 - a) **John Liccardo motioned to approve, Barbara Bellinger 2nd, motion passed unanimously**
- 2) Review Curriculum Committee minutes from 3/12, 3/19, 4/2, 4/9
- 3) **Second Reading: Academic Advising Policy Revision**
 - a) **John Liccardo motioned to approve, Michael Hansen 2nd, motion passed unanimously.**

New Business

- 1) **First Reading: Awards/Residency Requirement Proposal**
 - a) G-30-7 and G30-5 in the GPM need revision to reflect the change in the definition of awards and residency associated with them.
 - b) Residency is the number of credits required to be completed at COCC in order to receive an award.
 - c) **Barbara Bellinger motioned to approve, John Liccardo 2nd, motion passed unanimously.**
- 2) **First Reading: Credit Hour Policy**
 - a) The accrediting NWCCU agency requires the institution (COCC) to have an official credit hour policy that is in alignment with the federal definition.



- b) The proposed credit policy will require approval by Instructional Deans to certify the course meets the credit hour standard.
 - c) Online courses, when instruction is less clearly tied to contact hours, will have evidence of equivalency reviewed by Chairs that the minimum hours of student engagement are being met.
 - d) **Barbara Bellinger motioned to approve, Wayne Yeatman 2nd, motion passed unanimously with minor changes.**
- 3) **Discussion Item: 2019-2020 Academic Affairs Chair**
- a) **Wayne Yeatman nominated John Liccardo for 19-20 Chair. Michael Hansen 2nd, nomination approved unanimously.**

The meeting adjourned at 4:04 pm.

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