

Academic Affairs Meeting Minutes

Date: 11/04/2019, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

Present (voting members):

John Liccardo (*Transfer Faculty*) – Chair
Michael Hansen (*Faculty at Large*)
Kirsten Hostetler (*Transfer Faculty*)
Dan Alberghetti (*CTE Faculty*)
Wayne Yeatman (*CTE Faculty*)
Carolyn Schmidt (*Classified Representative*)
Amy Harper (*Faculty Forum President*)
Betsy Julian (*VPI*)

Absent (voting members):

Julia Russell (*ASCOCC representative*)

Present (non-voting members):

Tyler Hayes (*Director Admissions & Registrar*)
Steve Broadbent (*IT Representative*)
David Schappe (*CTE Council*)
Jane Morrow (*ChairMoot Representative*)
Vickery Viles (*Director of Curriculum & Assessment*)
Aimee Metcalf (*Shared Governance Committee*)
Krista Leaders (*Committee Specialist*)

Absent (non-voting members):

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 9/23/19
 - a) **Wayne Yeatman motioned to approve, Kirsten Hostetler 2nd, motion passed unanimously with suggested edits.**
2. Review Curriculum Committee minutes from 10/1/19 & 10/8/19
 - a) **Reviewed**

New Business

1. **Action Item: Academic Affairs role in approving new programs (Vickery Viles)**
 - a) Vickery introduced the role of Academic Affairs in new program proposal process
2. **First Reading Action Item: NEW Program Proposal – Office Professional (Michael Hansen)**
 - a) Revision of an existing program in Business.
 - i. Current program 8 credits of electives mostly in CIS and are not taught anymore
 - ii. The state views the certificate as related to the umbrella of the AAS Business degree

- iii. Opportunity to make changes to the certificate and test the new program approval process.
 - b) New program will be in place for fall 2020. Office Professional will replace Office Assistant
 - c) The certificate will become nested in the AAS Business degree and can be completed in a year.
 - d) The new program creates an exit point in the business program that did not exist before and rallies around the position of Office Professional.
 - e) Potential enrollment increases would allow additional courses to be offered that would be taught by adjunct/part-time faculty.
 - f) Concern was raised by CIS that the new direction of the program to move away from technical computer skills and the impact on the CIS department offerings.
 - i. Curriculum committee has a process in the workflow of the program approval to address impacts on departments.
 - g) **Jane motioned to approve, Dan seconded. Motion passed unanimously**
3. **First Reading Action Item: Related Instruction amendments (Betsy)**
- a) Courses need to be addressing the needs of CTE programs.
 - b) Course description revision for many related instruction courses to address CTE programs.
 - c) Written requirement moved into the outcomes of Communication.
 - d) **Amy motioned to approve, Wayne seconded. Motion passed unanimously.**

The meeting adjourned at 4:17 pm.

Next Meeting: is November 18, 3:30 – 4:30, Max Merrill room