

Academic Affairs Meeting Minutes

Date: 11/18/2019, 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*)
Julia Russell (*ASCOCC representative*)

Absent (voting members):

Present (non-voting members):

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

Absent (non-voting members):

Vickery Viles (*Director of Curriculum & Assessment*)

Guests

Tina Hovekamp (*Library Services Director*)
Delia Go (*Project Coordinator Title III*)

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 11/4/19
 - a) **Kirsten Hostetler motioned to approve, Michael Hansen 2nd, motion passed unanimously with suggested edits.**
2. Review Curriculum Committee minutes from 11/5/19 & 11/12/19
 - a) **Reviewed**

New Business

1. **2nd Reading Action Item: NEW Program Proposal – Office Professional (Michael Hansen)**
 - a) **Approved - Amy Harper motioned to approve, Wayne Yeatman 2nd. Motion passed unanimously.**
2. **2nd Reading Action Item: Related Instruction amendments (Betsy)**
 - a) **Approved – Michael Hansen motioned to approve, Dan Alberghetti 2nd. Motion passed unanimously.**

3. **1st Reading Action Item: Academic Master Plan (AMP) (Tina Hovekamp)**

- a) Workgroup used the Strategic Plan Summit, Academic Program Reviews and Administrative Unit Reviews feedback as a starting point for establishing needs to reach each of the goals in the Strategic Plan.
- b) 3 year plan and each AMP initiative corresponds to the Strategic Plan
- c) All full-time faculty had an opportunity to provide input in determining the importance of each initiative.
- d) Initiatives are measurable and the workgroup is developing metrics for assessment
- e) Each initiative has a lead member from the workgroup assigned to monitor progress.
 - i. Leads will set benchmarks and report to/update Academic Affairs periodically
- f) The workgroup was created to define the plan. Academic Affairs owns the AMP and should review the data every year.
 - i. Academic Affairs should provide oversight for implementation of initiatives.
 - ii. Establish a tracking calendar with deadlines for leads.
- g) Academic Affairs may form a sub-committee for managing the Academic Master Plan.
- h) Request for 2nd reading to include the names of the leads.
- i) **Approved – Amy Harper motioned to approve, Wayne Yeatman 2nd. Motion passed unanimously.**

The meeting adjourned at 4:07 pm.

Next Meeting: is December 2, 3:30 – 4:30, Max Merrill room

Curriculum Committee Meeting Minutes - DRAFT

Date & Time 11/26/19, Tuesday 8:30 - 9:30 AM

Location: OCH 141

Present (voting members):

- Ron Boldenow (Chair, CTE Representative)
- Sarah Fuller (Faculty Forum, Transfer Representative)
- Elizabeth Hylton (Faculty Forum, Faculty Forum, At Large)
- Annemarie Hamlin (Instructional Dean, Presidential Appointment)

Absent (voting members):

- Faculty Forum, At Large (not yet appointed)
- Michele Decker (Faculty Forum, CTE Representative)

Present (non-voting members):

- Erika Carman (Instructional Systems Specialist, Curriculum and Assessment)
- Keri Podell (Academic Advisor, CAP Center)
- Vickery Viles (Director of Curriculum and Assessment, Curriculum and Assessment)

Absent (non-voting members):

- ASCOCC Representative (not yet appointed)
- Jared Forell (Assistant Director of Curriculum and Technology, Admissions and Records)

Guests

- Alan Nunes (Program Director, Massage Therapy)
- Monica Vines (Professor of Human Dev PD, Social Sciences)
- Shannon Waller (Program Director, Medical Assisting)
- Tony Russell (Chair, Humanities)
- Tyler Hayes (Registrar & Director, Admissions & Records)

Minutes: (Note: **Approvals and required action items** written in red)

Consent Agenda

1. Approve 11/12/19 minutes
2. Approve course inactivations (no outside impacts)
 - a. ANTH 142: Film Society: Global Culture
 - b. ANTH 143: Film Society: Contemp Issues
 - c. ENG 232M: Amer Lit: Lit Medicine
 - d. HUM 105: Italian Life and Culture
 - e. HUM 106: British Life and Culture
 - f. OL 194AB: Avalanche Level I Refresher
 - g. RD 117: College Reading
 - h. WR 170: Documentation
3. **Sarah Fuller motioned to approve the consent agenda and Annemarie Hamlin seconded the motion. The motion was unanimously approved.**

New Business

1. Humanities
 - a. Course revisions
 - i. WR 121: Academic Composition
 1. Revised student learning outcomes and content outline to reflect that WR 121 is a course for both transfer and CTE students.
 2. Due to the new placement level language, the updated prerequisite for WR 121 is WR 065 or minimum placement into Wr/Comm level 9.
 - ii. **Sarah Fuller motioned to approve the revisions to WR 121 and Liz Hylton seconded the motion. The motion was unanimously approved.**
2. Human Services
 - a. Course revisions
 - i. HS 208: Multicultural Issues Hum Serv
 1. Updated student learning outcome number #4 as recommended by the related instruction taskforce.
 2. Updated the prerequisite to HS 101 and WR 121.
 3. Recommendation: Update the responses to the general education social science questions in CourseLeaf CIM to clarify how they meet the outcomes.
 - ii. **Annemarie Hamlin motioned to approve the revisions to HS 208 and Sarah Fuller seconded the motion. The motion was unanimously approved.**
3. Massage Therapy
 - a. Program revisions
 - i. 5500: Massage Therapy AAS
 1. Minor changes to program outcome #1, #2 and #4.
 2. Added new outcome #5.
 - a. Outcome #5 is assessed through a question regarding communication on the massage clinic student feedback forms.
 3. **Liz Hylton motioned to approve the revisions to the Massage Therapy AAS program outcomes and Sarah Fuller seconded the motion. The motion was unanimously approved.**
 - ii. 5502: Massage Therapy CC2
 1. Minor changes to program outcome #2 and #6.
 2. **Liz Hylton motioned to approve the revisions to the Massage Therapy Two Year Certificate program outcomes and Annemarie Hamlin seconded the motion. The motion was unanimously approved.**
 - iii. Committee members complimented Alan on the continuous improvement to the Massage Therapy AAS and Two Year Certificate program outcomes.
4. Pharmacy Technician
 - a. Course revisions
 - i. AH 105: Calculations for Allied Health
 1. Updated prerequisite to MTH 015 or higher or minimum placement math level 7.
 2. Grade mode is now standard grading.
 3. Committee members commented on the collaborative work between the Allied Health department and Math department in creating AH 105.
 - ii. **Annemarie Hamlin motioned to approve the revisions to AH 105 and Sarah Fuller seconded the motion. The motion was unanimously approved.**



Adjourn: 9:31 a.m.

Next Meeting: Tuesday, December 3, 2019—OCH 141 at 8:30 a.m.

DRAFT



Form 1: Presentation Checklist

Proposal to create a new "SUS" course prefix and curriculum subcommittee

Name: Owen Murphy

Date: 11/8/19

Department: HHP

COCC Contact Information: omurphy@cocc.edu

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (not the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

First, I would like to propose the creation of a new course prefix (SUS) to represent a genre of classes specifically related to sustainability. This prefix will be available to all departments and programs to create new courses or to crosslist existing courses. The rationale for a SUS prefix is: 1) it will help students identify sustainability-themed classes, 2) it will allow sustainability classes to be easily searched in the catalog and online class schedule, 3) it will communicate COCC's support of sustainability-themed curricula.

Second, I would like to propose the creation of a new curriculum subcommittee to determine what the SUS prefix represents (i.e., specific sustainability-based learning outcomes) and which courses can use the SUS prefix (e.g., 3-5 credit lecture and lab-based courses).

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new
 - Identify suggested location in *GPM*: _____
 - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
 - Policy—new
 - Identify suggested location in *GPM*: _____
 - New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
 - Other: _____

BUDGET

N/A

INSTRUCTIONAL REQUIREMENTS

None, unless faculty choose to make use of the SUS prefix.

OPERATIONAL NEEDS, CURRENT AND FUTURE

This proposal would require the creation of a curriculum subcommittee to determine sustainability-based learning outcomes and SUS course criteria.

It would also allow programs to cross-list their existing courses with the SUS prefix, so it will require some additional administrative work.

STUDENT IMPACT

When implemented, the SUS prefix would assist students in their search for sustainability-themed courses. It would also increase student awareness about the interdisciplinary nature of sustainability.

ANTICIPATED IMPLEMENTATION TIMELINE

I will submit a Courseleaf application for SUS 101, Introduction to Sustainability in December 2019. This course is currently running as HHP 199 during Fall term 2019.

A subcommittee will form during Winter term 2020 to articulate specific sustainability learning outcomes and course criteria.

The SUS prefix will go online starting Fall 2020.