

**Academic Affairs Meeting Minutes**

**Date: 01/06/2020, 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*)  
Dan Alberghetti (*CTE Faculty*)  
Wayne Yeatman (*CTE Faculty*)  
Carolyn Schmidt (*Classified Representative*)  
Kirsten Hostetler (*Transfer Faculty*)  
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*)  
Vickery Viles (*Director of Curriculum & Assessment*)  
Aimee Metcalf (*Shared Governance Committee*)  
Krista Leaders (*Committee Specialist*)

**Absent (non-voting members):**

David Schappe (*CTE Council*)  
Jane Morrow (*Chairmoot Representative*)

**Guests**

Owen Murphy

Meeting began @ 3:30

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

**Unfinished Business**

1. Review Academic Affairs Committee minutes from 12/2/19
  - a. **Amy Harper motioned to approve, Michael Hansen 2<sup>nd</sup>, motion passed unanimously with suggested edits**
2. Review Curriculum Committee minutes from 12/10/19
  - a. **Reviewed**

**New Business**

1. **Action Item: Proposal to create OER task force (Tina Hovekamp)—1<sup>st</sup> reading**
  - a. Develop a plan to increase the number of courses that offer low-cost, no-cost book options in the class schedule.
  - b. Suggested members, Julie Downing and others who have participated in conferences.
  - c. **Michael Hansen motioned for Tina to develop a specific charge for the task force and include the specific members. Wayne Yeatman seconded.**
2. **Action Item: Proposal to create Sustainability Course Designation Taskforce (Owen Murphy)—2<sup>nd</sup> reading**
  - a. The charge of the task force will influence who should be on the task force.
  - b. Suggestion to create two task forces addressing two charges which would be comprised of members
    - i. Develop learning outcomes and criteria for sustainability-designated courses.

1. Taskforce comprised of Matt Novak, Ron Boldenow, Science Faculty, Annemarie Hamlin, A&R, Student Services, Curriculum, and Owen Murphy.
    - ii. Develop a model for how the college will establish a college wide sustainability course designation.
    - iii. Betsy, Tyler, Vickery, Annemarie Hamlin will determine the procedural recommendations. Discussion ensued regarding the options for Sustainability; course setup, pros, cons, ease of implementation and what is best for students.
    - iv. Committee will make a tentative decision by the next meeting on the option to implement the sustainability courses pending what criteria the task force decides on.
  - c. **Amy motioned to approve for 2<sup>nd</sup> reading with the removal of the first responsibility and the addition of determining the process of initial course approval and on an ongoing basis. Betsy amended the motion with a change in the composition of the task force, removing Vickery and Tyler and replacing them with a representative from Student Services. Wayne Yeatman seconded the motion. Motion passed unanimously.**
- 3. Action Item: Academic Master Plan (Betsy)—2<sup>nd</sup> reading**
- a. Betsy presented the leads for the Academic Master Plan Initiatives
    - i. PT Faculty Professional Development, Paula Simone
    - ii. OER, Tina Hovekamp
    - iii. Online Course Development Support, Michael Murphy
    - iv. Online Degrees and Certificates, Betsy Julian
    - v. Offerings at the Northern Campuses, Jeremy Green
    - vi. Promoting Universal Design, Ken Ruetters
    - vii. CTE Advisory Committees, Ron Boldenow
    - viii. Non-Credit Workforce Training Opportunities, Glenda Lantis
    - ix. Major Transfer Maps, Betsy Julian
    - x. Academic Web Page Redesign, Vickery Viles
    - xi. Tracking Program Degree Level Assessment, Vickery Viles
    - xii. Integration of Credit System with Non-credit, Jenni Newby
  - b. Leads will present annual reports to Academic Affairs by November 15 each year.
  - c. **Kirsten Hostettler motioned to approve, Michael Hansen 2<sup>nd</sup>, motion passed unanimously.**

The meeting adjourned at 4:30 pm.

**Next Meeting: is January 27, 2020 3:30 – 4:30, Max Merrill room**