

Academic Affairs Meeting Minutes

Date: 05/18/2020, Monday 3:30-4:30 PM

Location: Zoom

Present (voting members):

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

Absent (voting members):

Julia Russell (*ASCOCC representative*)
Carolyn Schmidt (*Classified Representative*)

Present (non-voting members):

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

Absent (non-voting members):

Guest:

Owen Murphy

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 2/17/20
 - a. **Kirsten Hostetler motioned to approve, Michael Hansen 2nd, motion passed unanimously**
2. Review Curriculum Committee minutes from 2-18, 2-25, 3-3, 3-10, 4-14 & 4-28
 - a. **Reviewed**

New Business

1. Action Item: Advanced Placement Exam (AP) Updates According to SB 207 (Tyler Hayes)— 2nd Reading
 - a. Tyler summarized AP Exam updates
 - b. **Dan made a motion to approve, Wayne 2nd, motion passed unanimously**
2. Action Item: Sustainability Course Identification Method (Betsy Julian) — 1st Reading
 - a. Create a list of courses that meet the Sustainability outcomes and have the list in place accessible to students, like a web page.
 - b. **Betsy motioned to approve, Michael 2nd, motion passed unanimously**
3. Action Item: Sustainability Course Taskforce: Recommendations for Learning Outcomes and Criteria (Owen Murphy) – 1st reading
 - a. Owen reviewed the work of the task force charges



- i. Define sustainability and the types of courses eligible for the designation
 1. The task force referred to multiple resources as well as faculty to define sustainability.
- ii. Types of courses eligible for the sustainability designation
 1. Courses meeting sustainability-based learning outcomes are eligible.
- iii. Minimum course content depth or duration
 1. No minimum necessary, as long as the course meets the sustainability learning outcomes.
- iv. Learning outcomes that are relevant to environmental and social sustainability and appropriate across disciplines.
 1. Courses must incorporate at least one of the learning outcomes to qualify as a sustainability-focused course.
- v. Assessment of learning outcomes (e.g., syllabus inclusion, learning activities, and ongoing assessment)
 1. Sustainability-designated courses follow the existing Curriculum/Courseleaf requirements.
 2. Suggested edit remove *(e.g., syllabus inclusion, learning activities, and ongoing assessment)* from charge number 5 and add *Inclusion of one or more of the above sustainability learning outcomes in the approved course.*
 3. *Create a rubric to evaluate the alignment of the learning outcome with activities and assessment tasks.*
- vi. Utilize existing continuing education resources for instructor training related to sustainability principles and practices
 1. Teaching Academy
 2. Mentoring between sustainability faculty and those who want to incorporate sustainability content into their courses.
 3. COCC visiting scholar program
- vii. Process for approving initial and ongoing sustainability-designated curriculum.
 1. Taskforce suggests that initial vetting of sustainability-designated courses is performed by a subgroup of faculty members on the COCC Sustainability Committee. Once approved the course would pass on to Curriculum Committee for final approval.
 2. Vickery suggested the process be added to the Curriculum Standards.
 3. *Suggested edit include in the rubric a list of course materials faculty will need to provide for review every 5 years or sooner after significant curriculum changes.*
- viii. *Betsy motioned to approve for second reading with suggested changes, Wayne 2nd, motion passed unanimously.*

4. Action Item: Vote to approve Dan Alberghetti as AAC Chair for 2020-21.
 - a. Dan Alberghetti volunteered to be the next committee chair.
 - b. **Kirsten motioned to approve, Amy 2nd, motion passed unanimously.**

The meeting adjourned at 4:13 pm.

Next Meeting: is March 2, 2020 3:30 – 4:30, Max Merrill room