

Academic Affairs Committee Minutes

Date: 02/28/2022, 3:30-4:30 pm

On Zoom: <https://cocc.zoom.us/j/92647376010>

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| <p><u>Present (voting members):</u> Jacquelyn Coe (<i>Transfer Faculty</i>) – Chair Matthew Higgins (<i>Faculty at Large</i>) Susan Miller (<i>Faculty Forum Executive Team Member</i>) Paula Simone (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Betsy Julian (<i>VPI</i>) Sarah Fuller (<i>Transfer Faculty</i>) Alan Nunes (<i>CTE Faculty</i>)</p> | <p><u>Absent (voting members):</u></p> |
| <p><u>Present (non-voting members):</u> Tyler Hayes (<i>Director Admissions & Registrar</i>) Franklin Clark (<i>Director of Curriculum & Assessment</i>) David Schappe (<i>CTE Council</i>) Chloe Vogel (<i>Committee Specialist</i>) Murray Godfrey (<i>Chairmoot Representative</i>)</p> | <p><u>Absent (non-voting members):</u> Carolyn Schmidt (<i>Classified Representative</i>) Hal Wershow (<i>Faculty Forum Executive Team Member</i>)</p> <p><u>Guests:</u> Cindy Lenhart Yasuko Jackson Jamie Rougeux Christy Walker</p> |

Meeting called to order at 3:30.

Note: **Approval and Action items written in red.**

Unfinished Business:

1. Review Academic Affairs Committee minutes from 2/14

Sarah Fuller motioned to approve with edits, Paula Simone 2nd, motion passed unanimously.

2. Review Curriculum Committee minutes from 2/8 and 2/15

Reviewed.

Old Business:

1. **Action Item:** Community College Survey of Student Engagement (CCSSE) Data Review Task Force – Betsy Julian, 2nd Reading
 - a. Roxie Supplee has agreed to be the CTE task force member, Kayleen Schweitzer will be the A&R representative, and Diane Pritchard will be the CAP Services member.
 - b. This task force still needs a transfer representative.

Paula Simone motioned to approve, Alan Nunes 2nd, motion passed unanimously.

2. **Action Item:** Class Recording Guidelines and Syllabus Language – Betsy Julian, 2nd Reading
 - a. Jacquie Coe shared this question, stating, “Can an ADA student always record a class, or are there situations where the instructor can deny this permission?” Jamie Rougeux responded by explaining that a student must notify their instructor if they are requesting an accommodation for recording a class. If there is any concern about

recording a class due to sensitive course material, the instructor should contact the ADA office in order to develop a plan to better define the accommodation. What falls under the category of sensitive information must be defined for the student, so that they know when they can and cannot record during a class. Jamie also explained that we should not be advertising classrooms as legally private or confidential spaces.

- b. Before the ADA office grants a student an accommodation, they will see a consent form. Becky Plassmann asked Jamie to send this consent form out to everyone within the Committee.
- c. Instructors have also expressed concern over the manual, noting that it vaguely defines their right to ask students not to record a particular class session. In response to this concern, it was recommended that the instructors contact the Office of Disability Services to clarify on this situation.
- d. The rules in regards to class recordings apply in the same way to both credit and non-credit classes. FERPA applies to any educational setting, not only within credit classes. Essentially, an instructor has to get permission from their students, or has to mask the identities of their students in order to post a recording on a password-protected website.
- e. A URL can be shared among many people, a private YouTube URL does not make a recording confidential.
- f. Once the class recording guidelines are solidified, creating a decision tree for faculty may be helpful.

Approved Class Recording Guidelines and Syllabus Language:

Class Recording Syllabus Wording:

“Students must consult with the instructor before making any auditory or visual recording of any portion of the class. Recording of class sessions will be allowed only with prior permission and within parameters set by the instructor. Recordings are for personal academic use only. It is a violation of Oregon state law and the Family Education Rights and Privacy Act (FERPA) to share or post any information that identifies a student(s) from a class recording. Students with an accommodation regarding class recordings from the Office of Disability Services must make this known to their instructor.”

Class Recording GP Manual Wording: (will also be made available on Faculty Resources Intranet)

IF AN INSTRUCTOR WANTS TO RECORD: Federal privacy law (FERPA) restricts the sharing of recordings that identify students outside the class. Instructors must notify students prior to recording any class sessions. If students are identifiable in the recording, the instructor may only post the class recording on that specific class section’s LMS site, which is password protected. The recording may not be posted on an LMS shell that is accessible by students in more than a single section (or cross-listed sections) or on any platform other than the LMS. If students are not identifiable in the recording (e.g. audio only, student names and faces obscured or not visible) instructors may share recorded sessions with multiple sections or on other platforms. As long as these parameters are followed, students do not have the right to refuse being recorded.

IF A STUDENT WANTS TO RECORD: A student who has a formal accommodation has the right to record class. If an instructor has concerns about allowing a student with an accommodation to record a class or portion of a class, the instructor should contact the Office of Disability Services to address their concerns.

For students without an accommodation, instructors may choose whether to allow students to record their classes or portions of their classes and should indicate said policy on their syllabus.

In either situation, instructors must notify all students prior to a student recording a class session without identifying the student doing the recording. The instructor may just say “This class may be recorded.”

Becky Plassmann motioned to approve the edits, Paula Simone 2nd, motion passed unanimously.

New Business:

1. **Informational Item:** COCC Diversity, Equity, and Inclusion Plan Proposal – Christy Walker, Director of Diversity and Inclusion
 - a. The COCC Diversity Plan needs to be updated, since it was originally developed in 2006 and was revised in 2009, which means it hasn't been updated for nearly 13 years. Christy Walker is currently looking for feedback on the drafted plan.
 - b. Within Instruction, the word “department” has a very particular meaning for faculty members. For example, “Natural, Industrial, & Culinary Resources” is a department, and within that department, Automotive and Culinary are contained as disciplines. It was recommended that within the COCC diversity plan, the word “department” is replaced with “disciplines.” For example, a strategy of the plan would be to “work with departments disciplines to upload mission statements on webpages if applicable.”

Reviewed.

**Note that the March 14th and March 28th meetings were canceled due to a lack of agenda items.*

The meeting adjourned at 4:43.

The next meeting is scheduled for April 11, 3:30-4:30, in-person in MET 208.