

Academic Affairs Committee Minutes

Date: 04/25/2022, 3:30-4:30 pm

MET 208

<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 Assessment & Curriculum</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>

Meeting called to order at 3:30.

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

Unfinished Business:

1. Review Academic Affairs Committee minutes from 4/11

Sarah Fuller motioned to approve, Jacquelyn Coe 2nd, with suggested edits, motion passed unanimously. Betsy Julian abstained, since she was not present at the 4/11 meeting.

2. Review Curriculum Committee minutes from 3/15

New Business:

1. **Informational Item:** Final Exam Schedule Changes – Betsy Julian
 - a. Betsy recently brought this information to the Faculty Senate.
 - b. The final exam schedule will be updated by Fall term and will maintain more consistency from term to term.
 - c. The new schedule will follow the guidelines of the current Spring schedule, which has exam days listed Monday through Thursday, and Friday as an open day. This same schedule will be used every term.
 - d. This is different from how it was done in the past, since exam days would fluctuate from term to term. This was an issue particularly for students with Monday/Wednesday

classes, who would occasionally find their exams scheduled on a Friday, and would therefore run into scheduling conflicts.

- e. CAP services has communicated that they will no longer need to do group advising on Monday.
 - f. These changes will provide greater consistency for both faculty and students. Likewise, if an unexpected snow day occurs, leaving Friday open will make it easier to reschedule exams later in the week. It will also give faculty members another day to grade exams/assignments during finals week. However, if Monday is no longer a free day, this will mean that students will have less time to study.
 - g. According to the current COCC policy, if a student has three finals scheduled on one day, the student can request to reschedule their exams. There was some interest in locating this policy, so that it can be reviewed.
2. **Informational Item:** Science Hybrid Courses Final Exam Schedule Language – Matthew Higgins and Sarah Fuller, Science
- a. This was listed as an action item on the agenda, but it is actually an informational item.
 - b. Since the schedule is based on the first lecture of the week, there have been schedule conflicts for Science classes. This has been confusing in regards to Science labs, which cross over multiple time blocks. Currently, if this is the case, the exam should be scheduled at the end of a time block.
 - c. The Banner schedule should note the final exam times for each class, so that students have time to plan accordingly. This is something that the administrative assistants could implement, and then faculty could work 1:1 with any remaining students that have scheduling conflicts.
 - d. There needs to be clarification about the exam schedule language, since faculty members are interpreting it differently. If a class has both an online/in-person component, the instructor can choose either an in-person or an online exam format.
 - e. Betsy requested that Matthew and Sarah gather more information about Science exam conflicts.
 - f. The VPI Office will look into how to clarify the exam schedule language.

3. **Action Item:** Chair for the 2022-2023 Academic Affairs Committee – Jacquie Coe

Becky Plassmann motioned to approve that Paula Simone is the next Chair of Academic Affairs, Matthew Higgins 2nd, motion passed unanimously.

Jacquelyn Coe motioned to adjourn the meeting, Becky Plassmann 2nd, motion passed unanimously.

The meeting adjourned at 4:30.

The next meeting is scheduled for May 9th, 3:30-4:30, in-person in MET 208.