

Academic Affairs Committee Minutes

Date: 05/09/22, 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>) Paula Simone (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Sarah Fuller (<i>Transfer Faculty</i>) Alan Nunes (<i>CTE Faculty</i>) Betsy Julian (<i>VPI</i>)</p>	<p><u>Absent (voting members):</u> Susan Miller (<i>Faculty Forum Executive Team Member</i>) Carolyn Schmidt (<i>Classified Representative</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council</i>) Chloe Vogel (<i>Committee Specialist</i>) Murray Godfrey (<i>Chairmoot Representative</i>) Tyler Hayes (<i>Director Admissions & Registrar</i>) Franklin Clark (<i>Director of Assessment & Curriculum</i>)</p>	<p><u>Absent (non-voting members):</u> Hal Wershow (<i>Faculty Forum Executive Team Member</i>)</p> <p><u>Guests:</u></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 4/25

Paula Simone motioned to approve, Matthew Higgins 2nd, with suggested edits, motion passed unanimously.

2. Review Curriculum Committee minutes from 4/19, 4/26, 5/3

Reviewed.

New Business:

1. **Informational Item:** Textbook Affordability Workgroup (TAWG) 2022-23 Membership
 - a. The workgroup has lost 6 members in the last year and will need assistance finding replacements for the 22-23 Academic Year.
 - b. Jacquelyn Coe will work with Kirsten Hostetler to send out a call for volunteers' message to faculty.
2. **Action Item:** Institutional Syllabus— *Franklin Clark, Assessment and Curriculum*
 - a. This will remove the required legal language from the class syllabus and put it in a separate Institutional Syllabus. This document will be linked to every Canvas course.
 - It is possible to implement a syllabus quiz, ensuring that students have read the document.
 - b. One person would own this syllabus as a Word template and when the committee decides to make a change, it would be instantly updated. Faculty would always have access to the most up to date PDF version.
 - It was noted that it may be beneficial to have more than one person managing this document.
 - c. The syllabus is accessible for screen readers, and is formatted for readability.

- d. The class syllabus would contain a link to the Principles of Community and the Rights and Responsibilities statements.
- e. The actual content within this draft will be revised further.
 - The group agreed to vote on the separation of the institutional policies from the rest of the syllabus.

Paula Simone motioned to approve, Betsy Julian 2nd, motion passed unanimously.

- 3. **Action Item:** Syllabus Template Changes— *Betsy Julian, VP, Instruction*
 - f. Changes in the template have been temporarily marked in red.
 - g. The line “obtain instructor approval online” on page 4 of the document needs elaboration.
 - h. Style Changes:
 - The Enrollment Services Office needs to be consistently referred to as the “Enrollment Services office”, maintaining consistency in capitalization.
 - The times listed under the *Enrollment Deadline* column need to be listed as 5 p.m., not 5pm.
 - This should be referred to as a “Class Syllabus”, rather than a “Course Syllabus.”
 - Remove period at the end of the *Enrollment Deadline* column, “...regular classes.”
 - i. Accessibility:
 - It needs to be clear that there are three options for students to drop a class: online, via a phone call, or in-person. Currently it seems like students need to do all three of these things.
 - j. “Enrollment Deadline” and “Deadline Information” have been removed from the table on page 4.
 - k. Summer hours need to be added, noting that the office will close at noon, rather than at 5 p.m.
 - l. On page 1, it states under the sub-heading *Instructional Methods*, “This course is taught using a variety of instructional methods...”
 - Methods were added.
 - m. Attendance Requirements:
 - Online classes also need to have attendance requirements.
 - What are these expectations?
 - n. Add a sentence at the end of the document referring to the Institutional Syllabus.
 - o. This should be presented at the Faculty Senate.

Becky Plassmann motioned to approve, Sarah Fuller 2nd, motion passed unanimously.

The meeting adjourned at 4:30.

Our next meeting is scheduled for **Monday, June 6th, 3:30-4:30, in MET 208.***

*Monday, May 23rd meeting is cancelled to allow members to attend the VPAA candidate forum