

Academic Affairs Committee Minutes

Date: 3/6/2023, 3:30-4:30 pm, MET 208 and Zoom

<p><u>Present (voting members):</u> Paula Simone (<i>Academic Affairs Chair</i>) Tyler Hayes (<i>Registrar</i>) Julie Come (<i>Transfer Faculty</i>) Jake Agatucci (<i>Transfer Faculty</i>) Ralph Phillips (<i>CTE Faculty</i>) Annemarie Hamlin (<i>VPAA</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Chloe Vogel (<i>Committee Specialist and Classified Representative</i>)</p>	<p><u>Absent (voting members):</u> Kiri Simning (<i>Faculty at Large</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council Representative</i>) Mindy Williams (<i>Faculty Forum Executive Committee Representative</i>)</p>	<p><u>Absent (non-voting members):</u> Sarah Henson (<i>Faculty Forum Executive Committee Representative</i>) Shannon Waller (<i>Chairmoot Representative</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</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 2/20/23.
 - a. It was noted that an edit needs to be made for the action item, "Policy: Course Substitutions & Waivers. The edit was: "Corrections will occur on March 6."

Ralph Phillips motioned to approve minutes, Annemarie Hamlin 2nd, motion passed unanimously.

2. Review Curriculum Committee Minutes from 2/14/23.

Reviewed.

Action Items: Policy: Course Substitutions & Waivers (A-11-0)

1. Language was added in the summary section, clarifying upon the decision making process: "The Admissions and Records office will ensure that statewide requirements are still met prior to applying an approved substitution waiver."

Becky Plassmann motioned to approve, Ralph Phillips 2nd, reading passed unanimously.

Informational Items: Extend AW to Thursday of the second week of term

1. Faculty Senate recently discussed the issue of students who don't attend class after the first week. They usually don't buy course materials and don't sign up for online homework. It has been proposed that after the Thursday of the second week, there is a right to administratively remove students from the course.
 - a. Attendance could be broadened to include purchasing course materials, but there was concern over this idea.

2. A common cause of not dropping classes results from student concerns that dropping classes will affect their access to financial aid and veterans' benefits.
3. The administrative withdrawal policy is not consistently utilized across the college.
4. Faculty are frustrated by disappearing students, who ultimately receive a failing grade, rather than dropping the course. Committee members also noted the importance of students dealing with the consequences of their actions.
 - a. Students will have their future opportunities limited because they are failing courses, rather than dropping them.

Meeting adjourned at 4:10.