

Academic Affairs Committee Minutes

Date: 5/15/2023, 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>) Becky Plassmann (<i>Faculty Senate Representative</i>) Kiri Simning (<i>Faculty at Large</i>)</p>	<p><u>Absent (voting members):</u> Chloe Vogel (<i>Committee Specialist and Classified Representative</i>) Annemarie Hamlin (<i>Vice President of Academic Affairs</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council Representative</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>) Sarah Henson (<i>Faculty Forum Executive Committee Representative</i>) Shannon Waller (<i>Chairmoot Representative</i>)</p>	<p><u>Absent (non-voting members):</u> Mindy Williams (<i>Faculty Forum Executive Committee Representative</i>)</p> <p><u>Guests:</u> Tony Russell (<i>Instructional Dean, standing in for Annemarie Hamlin</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 3/6/23.

Jacob Agatucci motioned to approve minutes, Kiri Simning 2nd, motion passed unanimously.

2. Review Academic Affairs Committee Minutes from 5/1/23.
 - a. An edit was made to: "X80/X88/X98/X99 are Practicum or Cooperative Work Experience (CWE) courses." It should say X80 are Practicum or Cooperative Work Experience (CWE) courses.

Ralph Phillips motioned to approve minutes with edits, Kiri Simning 2nd, motion passed unanimously.

3. Review Curriculum Committee Minutes from 4/25/23.

Reviewed.

Action Items: Revise Special Curriculum

1. Nick noted that he is proposing to not add pass/no pass standards for the X99 courses.
 - a. The main reason is that the current proposal is only meant to streamline the special curriculum offerings, by removing X88 from the course options. This will create three distinct choices for faculty and administrative assistants when they are creating special topics courses.
 - b. X99 courses are oftentimes used to meet program electives and they don't always transfer to OPU's if they are pass/no pass courses.
 - c. Pass/no pass courses can cause issues for Veterans, in regards to financial aid.

- d. Changing the grading standards on X99 courses was never the actual purpose or intention of this proposal, but the Curriculum Committee could look into this further next year.
- e. Nick is hoping to carry forward the pass/no pass standards as they are currently stated.
- 2. The course numbering for co-requisite courses will change next year, since the State has changed their parameters.
 - a. Community Colleges and Universities have an agreement that they will accept co-requisite credit, so long as they are numbered in accordance with the stipulations.
- 3. 198/199/299 courses should be built into Course Leaf.
- 4. The Committee has decided that if the Curriculum Committee runs into any issues with the pass/no pass standards then it should be brought back to Academic Affairs during the 23-24 Academic Year.

Jacob Agatucci motioned to approve, Ralph Phillips 2nd, 2nd reading passed unanimously.

Action Items: Revise Pre-Requisite Approval Process, 1st Reading

- 1. This proposal clarifies on the ambiguity of the language that was used for pre-requisite approval, which was last defined in 2011.
- 2. The Curriculum Committee believes that there should be rationale for adding a pre-requisite to a course, since pre-requisites can create unintentional barriers for students.
 - a. These barriers include the amount of time it takes students to graduate.
- 3. The old pre-requisite policy did not differentiate between pre-requisites with the same subject code and those with different subject codes.
 - a. The Curriculum Committee would like to understand the rationale for adding a pre-requisite across shared prefixes, but doesn't need to see any sort of third-party evidence.
 - b. This process would involve asking basic questions, but ultimately faculty are trusted— they know their curriculum and how it should be scaffolded. The Committee is interested to see how the faculty proposer is interpreting their data point, asking “Do you see a strong correlation between students being more successful, based on the data provided?” If there isn't a strong correlation, that doesn't mean that the pre-requisite won't be approved, but rather the process encourages faculty to consider the implications for students when they are creating the pre-requisite.
- 4. If faculty want to add a pre-requisite course that has a different subject code than was previously proposed to the Curriculum Committee, then the Committee would like to default to the older approach and will ask that Institutional Effectiveness generate some comparative data.
 - a. If the course hasn't been taught before, then that student success data won't exist, and so the faculty can work with the director of the Curriculum Committee in order to develop compelling evidence for why the pre-requisite should be added.
 - b. Faculty on the Curriculum Committee will ultimately make the decision on whether or not a pre-requisite is approved.
- 5. This proposal is not aiming to prevent the creation of pre-requisites, but is rather thinking about the addition of pre-requisites through a student focused lens.
- 6. It was noted that the proposal states, “The department should define its process and criteria for students who wish to enroll without taking the pre-requisite course.”
 - a. This is language carried forward from 2011.
- 7. This proposal will be brought back to Academic Affairs for the 2nd reading on June 12.

Becky Plassmann motioned to approve, Kiri Simning 2nd, 1st reading passed unanimously.

Action Items: Revise A-20-1 Grade Appeal Procedure

1. Faculty Senate would like to see these edits prior to June 12, when Academic Affairs meets again.
Tabled until June 12, 2023.

Informational Items: New Chair is Needed for Academic Affairs

1. The election will occur on June 12.
2. Please email Paula if you are interested.

Meeting adjourned at 4:20.