



CENTRAL OREGON
community college

Committee End of Year Report

Committee Name: Academic Affairs

Committee Chair reporting: Tim Peterson

Focus Area: Instruction

Date: 9/17/2017

Committee member names and positions

Names	Position Representation
Tim Peterson, Chair	Faculty Forum (at large)
Jessica Russell	Faculty Forum (transfer)
Stephanie André	Faculty Forum (transfer)
Dana Topliff	Faculty Forum (CTE)
Brian Bubak	Faculty (CTE)
Betsy Julian	VPI
Colette Hansen	Classified Association
Courtney Whetstine	Dir. Admis./Regis.
Vickery Viles	Director of Curriculum and Assessment
Eddie Johnson	FF President Elect (or FFX member)
Ralph Phillips	Chairmoot Rep
Jeff Floyd	IT Rep.
Deb Malone	CTE Rep.
Eric Weller	Committee Specialist
	SG Rep.

1 Committee PURPOSE

The Central Oregon Community College Academic Affairs Committee will take a role of advocate for instruction. This committee will develop and recommend academic policy, facilitate and streamline decision-making on academic issues, and facilitate communication.

Academic Affairs decisions will be made within the parameters of the policy governance articulated by the Board.

Among its primary functions Academic Affairs will:

1. Coordinate long-range planning in curriculum and academic policy
2. Set academic priorities that help shape budget decisions and allocations
3. Act as the main clearinghouse/review committee for all instructional policy issues
4. Act as oversight for the curriculum committee
5. Assure that curricular decisions, academic priorities and instructional policies are held accountable to the mission of the College.

In addition to the above responsibilities, Academic Affairs Committee shall review minutes from COCC's Curriculum Committee. Minor issues may be dealt with by chair-to-chair discussions. Major issues may involve presentation by a Curriculum Committee member to Academic Affairs.

*derived directly from the Academic Affairs website

2 Committee STATUS SHORT SUMMARY REPORT

a). Key Recommendations and/or Requirements met:

Listed below are the major agenda items Academic Affairs reviewed and deliberated during the 2016/2017 academic year.

Date	Agenda	Related Reports	Minutes
September 26, 2016	Agenda 9/26/16	NA	NA
October 17, 2016	Agenda 10/17/16	Academic Terms Glossary-Proposal Academic Terms Glossary-handout Academic Affairs Membership Review-Proposal Academic Reinstatement Committee-Proposal-1st Reading	Minutes 10/17/16
October 31, 2016	Agenda 10/31/16	Curriculum Committee-Minutes 10/4/16 Curriculum Committee-Minutes 10/18/16 Curriculum Committee-DRAFT Minutes 10/25/16 Academic Reinstatement Committee-Proposal (revised)-2nd Reading	Minutes 10/31/16

		<u>Academic Reinstatement Committee-President Approval</u>	
November 28, 2016	Agenda 11/28/16	Curriculum Committee Minutes 11/8/16 Academic Reinstatement Committee-Proposal (revised) Curriculum Committee Charge-Proposal -1st Reading Curriculum Committee Charge-handout	Minutes 11/28/16
		Curriculum Committee-Minutes 11/29/16 Curriculum Committee-DRAFT Minutes 12/6/16 Curriculum Committee-DRAFT Minutes 1/17/17	
		Curriculum Committee Charge-Proposal (revised handout)-2nd Reading Grading Policy Proposal Grading Policy Proposal-handout Grading Policy Proposal-Survey handout	
January 23, 2017	Agenda 1/18/17	Promotions Committee Membership-Proposal-1st Reading Promotions Committee Membership-Proposal-handout <u>Curriculum Committee Charge Changes-President Approval</u>	Minutes 1/23/17
February 6, 2017	Agenda 2/6/17	Curriculum Committee-Minutes 1/24/17 Curriculum Committee-DRAFT Minutes 1/31/17 Course Standards Statement and Outline-Proposal-1st Reading Course Standards Statement and Outline-handout Curriculum Standards-Proposal-1st Reading Curriculum Standards-handout	Minutes 2/6/17
		Curriculum Committee-DRAFT Minutes 2/14/17 Course Standards Statement and Outline-Proposal-2nd Reading Course Standards Statement and Outline-handout(revised) Curriculum Standards-Proposal-2nd Reading Curriculum Standards-handout Policy Committee Presentation Checklist Promotions Committee Membership Proposal (revised)-2nd Reading Promotions Committee Membership Terms-handout	
February 20, 2017	Agenda 2/20/17	<u>Course Standards Statement and Outline Policy-President Approval</u> <u>Curriculum Standards Procedure-President Approval</u> <u>Promotions Committee Membership-President Approval</u>	Minutes 2/20/17
April 3, 2017	Agenda 4/3/17	Curriculum Committee-Minutes 2/21/17 Curriculum Committee-Minutes 2/28/17 Curriculum Committee-Minutes 3/7/17 Curriculum Committee-Minutes 3/14/17 Foundational Skills Approved Degree Comparison Graduation Policy Proposal	Minutes 4/3/17

		Grading Policy-handout	
April 17, 2017	Agenda 4/17/17	Curriculum Committee-DRAFT Minutes 4/11/17 Title IX Syllabus Statement-Proposal-1st Reading	Minutes 4/17/17
May 1, 2017	Agenda 5/1/17	Curriculum Committee-Minutes 4/18/17 Curriculum Committee-DRAFT Minutes 4/25/17 Title IX Syllabus Statement Proposal-2nd Reading GP Manual: G-6-3 Title IX Syllabus Statement-President Approval	Minutes 5/1/17
June 5, 2017	Agenda 6/5/17	Curriculum Committee-Minutes 5/2/17 Curriculum Committee-Minutes 5/23/17 Curriculum Committee-Minutes 5/30/17	

In light of this list, there are some notes about the upcoming 2017/2018 year:

The Grading Policy Task force should be completing their work during the fall term and be expected to present a proposal by the end of fall term to Academic Affairs. I would recommend the new chair schedule some updates from task force prior to any final proposal. Only Courtney Whetstone will be a present member of the task force and AA; she may be asked to provide updates for AA or the chair may consider inviting other members of the task force.

There has been a longstanding discussion on course fees and its process. It is expected that this year, the approved process will be followed more closely. The policy and procedure requires final decisions to go through College Affairs; however, any changes to course fees strongly impact instruction and Academic Affairs should include themselves in discussion of any proposed changes.