



# Committee End of Year Report

Due June 15<sup>th</sup> to the Chair of the Shared Governance Committee

NOTE: While the Shared Governance Committee is asking you to submit this report to them, (Chair: Stacey Donohue, [sdonohue@cocc.edu](mailto:sdonohue@cocc.edu)), please note that the real audience for this end of year report are the incoming committee members and chairs. Incoming chairs should make review of this document an agenda item at the first committee meeting in the fall.

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**Committee Name:** [Academic Affairs](#)

**Circle Type of Committee:**    Advisory    **Policy**    Administrative    Work Group    Ad Hoc  
*(please see the [Committee Matrix](#) for this information)*

Is your committee designated as the TYPE Of committee you thought it was or should it be changed? (Policy, Advisory, Administrative, Ad Hoc, Work Group—See General Policy Manual G-6-0 for an overview of Committees at COCC)

[Academic Affairs Committee](#) is appropriately designated as a policy committee.

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**Committee Chair reporting:** [Jessica Giglio](#)

**Date:**

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**Committee Specifics:**

- a. Committee PURPOSE (Review [GP Manual](#) for your charge, and indicate if that charge is still relevant)

CHARGE: The Central Oregon Community College Academic Affairs Committee advocates for instruction at COCC. This committee develops and recommends academic policy, facilitates and streamlines decision-making on academic issues, and facilitates communication across the campus community on academic issues.

- b. What decisions or recommendations does the committee make and to whom?

We make decisions on new academic programs, as well as policies and procedures that affect instruction.

**c. Is your Committee the right size and composition? Why or why not?**

The committee is the right size and composition. We have adequate representation from both CTE and transfer faculty, as well as an at-large faculty representative to offer additional faculty input without having to represent a particular department. The representation from administrators and classified staff strengthens our committee’s ability to view agenda items from multiple perspectives and fully grasp their implications for instruction. Having a student representative would also strengthen the diversity of our committee.

**CURRENT Committee member names and positions (see GP Manual for the area each member should be representing, i.e. faculty, faculty CTE, administration, classified, etc.) , noting the current chair, and Committee Specialist or note taker, if relevant.**

<b>Names</b>	<b>Position Representation</b>
Current Chair: Jessica Giglio	Faculty representative: transfer
John Liccardo	Faculty representative: transfer
Ken Swartwout	Faculty representative: CTE
Wayne Yeatman	Faculty representative: CTE
Michael Hansen	Faculty representative: at-large
Krista Leaders	Committee Specialist
Betsy Julian	VPI
Paula Simone	CTE Council representative/ Chairmoot representative
Vickery Viles	Director of Curriculum and Assessment
Tyler Hayes	Registrar
Stacey Donahue	Shared Governance representative (unofficial)
Jeff Floyd	IT representative
Barbara Bellinger	Classified representative
Amy Harper	Faculty Forum FFX Member

**NEXT Academic year membership, when known, including who will be the incoming chair:**

<b>Names</b>	<b>Position Representation</b>
Incoming Chair: John Liccardo	Faculty representative: transfer
Kirsten Hostetler	Faculty representative: transfer
Dan Alberghetti	Faculty representative: CTE
Wayne Yeatman	Faculty representative: CTE
Michael Hansen	Faculty representative: at-large
Krista Leaders	Committee Specialist

Betsy Julian	VPI
	CTE Council representative
	Chairmoot representative
Vickery Viles	Director of Curriculum and Assessment
Tyler Hayes	Registrar
	Shared Governance representative (unofficial)
	IT representative
	Classified representative
	Faculty Forum FFX Member
	ASCOCC representative.

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## **Committee Annual Report:**

### **a. Summary of Accomplishments & Opportunities:**

The committee made decisions on the following general action items:

1. Endorsed the composition and charge of the LMS Review task force;
2. Approved a proposal to update definitions of COCC degree and certificate awards, which was then sent to the COCC Board;
3. Gave Stage 2 approval for the following new programs:
  - a. EMT 1-Year Certificate
  - b. Automotive TED AAS
  - c. Equity in Education Certificate
  - d. Welding AAS, 1-Year Certificate, and Career Pathways Certificate;
4. Approved changes to the syllabus template, centering around technology assistance;
5. Approved the convening of a Grades Appeal Committee to handle a student appeal;
6. Approved the charge for the Academic Master Plan Work Group;
7. Approved related instruction outcomes, as written by the Related Instruction Task Force;
8. Elected John Liccardo as chair for 2019-20;
9. **Approved updates to the Academic Affairs proposal form for increased usability.**

The following informational items were presented at various AA meetings:

1. Minutes from all Curriculum Committee meetings;
2. Updates from the Related Instruction Task Force;
3. Academic calendars for 2019-2023;
4. Minor wording changes to the Awards Definition Proposal noted above;
5. Stage 3 approval for the new programs listed above;
6. An introduction to the idea of institutional core competencies, in preparation for upcoming accreditation work;
7. A review of the Faculty Senate pilot;
8. **An EOY update from the LMS Review Task Force;**
9. **An EOY update from the Academic Master Plan Work Group.**

**b. Needs and Challenges: (If there is anything that the Shared Governance Work Group can do to help, let us know!)**

As in previous years, we were unable to find a student representative for the committee (one was offered, but had a class conflict with our meeting time). We know that this is a common problem for COCC committees, and would welcome assistance from the Shared Governance Committee.

**c. List any POLICY or PROCEDURAL changes to the GP Manual you proposed this year (those that were approved, and those that you are still working on).**

1. Approved a proposal to make a minor change to the Learning Outcomes and Assessment Committee's term length (policy G-6-3.3);
2. Approved a proposal to update the Incomplete policy language (policy G-30-12);
3. Approved a proposal to institute mandatory academic advising for Summer term (policy A-7-0);
4. Approved a proposal to update language in commencement and residency policies to reflect changes in award definitions (policies G-30-5 and G-30-7);
5. Approved a proposal to create a new policy to define credit hours (policy G-30-22).

**d. Considerations for next academic year:**

1. The Grades Appeal Committee mentioned above in part "a" noted that the language surrounding the grades appeal process needs updating for clarity. This was not completed this academic year, and so it should be tackled next year.
2. There has been discussion around creating a lecture video policy, now that we have streaming courses where all sessions are videotaped. This should be followed up on next year.