

## Academic Affairs Committee Minutes

Date: 4/29/2024, 3:30 - 4:30 pm, MET 208 and Zoom

<p><b><u>Present (voting members):</u></b> Ralph Phillips (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Kiri Simning (<i>Faculty at Large</i>) Monte Cheney (<i>Transfer Faculty</i>)</p>	<p><b><u>Absent (voting members):</u></b> Annemarie Hamlin (<i>Vice President of Academic Affairs</i>) Jake Agatucci (<i>Transfer Faculty</i>) Scott Dove (<i>Classified Representative</i>) Paula Simone (<i>Academic Affairs Chair</i>)</p>
<p><b><u>Present (non-voting members):</u></b> Tyler Hayes (<i>Registrar</i>) Sara Henson (<i>Faculty Forum Exec. Comm.</i>) Chloe Inoue (<i>Committee Specialist</i>)</p>	<p><b><u>Absent (non-voting members):</u></b> Jared Green (<i>Dave Rep.</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p> <p><b><u>Guests:</u></b> Tony Russell (<i>Instructional Dean</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 3/18/2024.

**Kiri Simning motioned to approve with edits, Becky Plassmann 2<sup>nd</sup>, motion passed unanimously.**

### **New Business:**

**Action Item:** Distance Education Committee Proposal, Tony Russell, 1<sup>st</sup> Reading

1. The goals of this proposal are as follows: 1) recognize changes to the revised online course development form, 2) summarize the broad steps of a major overhaul 3) share what instructional design supports are available, and 4) offer feedback to the workgroup
2. Added major overhaul grant to Course Development form
  - a. It would be helpful to remove the section about degree certificates and to remove the section regarding Department Chair justification— these suggestions could be presented to the VPAA
  - b. It would be useful to provide a checkbox notating the three main reasons for the appeal (listed under the Major Overhaul Grant section)
3. Remote courses are considered distance education.
4. There was concern that \$200 per weekly contact hour is a low rate of pay in turn for a high level of work. Tony will bring this feedback to the VPAA office.
  - a. This payment would be determined by Payroll timelines— is there a way to solidify the payment schedule details? How soon would payment occur after changes have been implemented?
5. The process is as follows: 1) course development request, 2) initial review (change, scope), 3) email to faculty member (cc:VPAA), 4) major overhaul, 5) final review (work completed), and 6) recommendation to VPAA

- a. In regards to the Overhaul Grants section of the CBA— it says “should”, not “must”. Can this language be changed to “should”?
6. The benefits of this review are to provide assistance from initial to final review, continuous improvement for student ready online courses, and knowing that the course meets best practices standards related to COCC general policies, accreditation standards, and federal requirements
  - a. Universal design of learning will do more than make things more readily accessible, but will rather simplify the ability of the student to locate various resources (information can often become deeply embedded, and therefore lost).
  - b. ADA compliance is an expectation for every course, but this new approach will also factor in universal design strategies.
  - c. “Modifications to program delivery” pertains more specifically to a CTE program.
  - d. You should be able to go through more than one major overhaul, if future recommendations have been made.
  - e. The College would like to get to the point were a course review is accomplished on a regular basis (for example, every few years)
  - f. Based on what has been funded so far, the College is in a good place with current funding (since the CBA contractually requires this stipulation)
7. *Standard 1: Course Overview and Information, Standard 3: Communication and Interactions, and Standard 6: Digital Accessibility* all correlate to federal regulation requirements
8. It is proposed that the committee be comprised of three members: 1) a representative from eLearning (chair), 2) a representative from CAFE, and 3) a representative from the Faculty Forum
  - a. Terminology should be reflected as a “faculty” representative from the CAFE
  - b. “This representation, while small, represents the principal interests of the groups involved in distance learning support and connects committee members the groups to which tasks or questions may be directed.”

**Kiri Simning motioned to approve, Ralph Phillips 2<sup>nd</sup>, motion passed unanimously.**

*Meeting adjourned at 4:15.*