

Academic Affairs Committee Minutes

Date: 2/20/2023, 3:30-4:30 pm, MET 208 and Zoom

<p><u>Present (voting members):</u> Paula Simone (<i>CTE Faculty</i>) – Chair Kiri Simning (<i>Faculty at Large</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> Tyler Hayes (<i>Registrar</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council Representative</i>) Shannon Waller (<i>Chairmoot Representative</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p>	<p><u>Absent (non-voting members):</u> Sarah Henson (<i>Faculty Forum Executive Committee Representative</i>)</p> <p><u>Guests:</u> Eric Weller (<i>Admissions & Records</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 1/23.

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

2. Review Curriculum Committee Minutes from 1/31/23 and 2/7/23.

Reviewed.

Action Items: Policy: Course Substitutions & Waivers

1. Purposed of the policy: to capture what Admissions & Records is currently doing.
2. Would be helpful if this policy clarified on who gets final approval, since as it is currently, it gives the idea that it's not enough to talk to a Program Director/Department Chair.
 - a. It was noted that course substitutions and waivers are usually made in consultation between the Program Director/Department Chair and Admissions & Records.
 - b. Edit: "Department Chairs and Program Directors work in consultation with Admissions & Records."
 - c. Department Chair verbiage also needs to be included in the CTE section.
3. Students can petition Admissions & Records if there is a catalog change.
4. Corrections will occur on March 6.

Becky Plassmann motioned to approve, Ralph Phillips 2nd, 1st and 2nd reading passed unanimously.

Meeting adjourned at 4:00.