

Academic Affairs Meeting Minutes

Date: 01/07/2018, Monday 3:30-4:30 PM

Location: Max Merrill Room, Library 221

<u>Present (voting members):</u> Jessica Giglio (<i>Transfer Faculty</i>) – Chair Michael Hansen (<i>Faculty at Large</i>) Ken Swartwout (<i>CTE Faculty</i>) Wayne Yeatman (<i>CTE Faculty</i>) Barbara Bellinger (<i>Classified Representative</i>) Amy Harper (<i>Faculty Forum President</i>)	<u>Absent (voting members):</u> TBD (<i>ASCOCC representative</i>) John Liccardo (<i>Transfer Faculty</i>)
<u>Present (non-voting members):</u> Jared Forell (<i>Admissions & Registrar Representative</i>) Vickery Viles (<i>Director of Curriculum & Assessment</i>) Jeff Floyd (<i>IT Representative</i>) Krista Leaders (<i>Committee Specialist</i>) Betsy Julian (<i>VPI</i>) Paula Simone (<i>CTE Council & ChairMoot Representative</i>) <u>Guests</u> Cady-Mae Koon	<u>Absent (non-voting members):</u> Open (<i>Shared Governance Workgroup</i>)

(Note: **Approvals and Action items written in red.**)

Unfinished Business

- 1) Review Academic Affairs Committee minutes from 11/19, 11/26
 - a) **Barbara Bellinger motioned to approve 11/19 minutes with suggested edits and 11/26 minutes with no changes, Michael Hansen 2nd. Motion passed unanimously.**
- 2) Review Curriculum Committee minutes from 11/27

New Business

- 1) First Reading: Syllabus Template change proposal (Cady-Mae Koon)
 - a. Amend the current Syllabus Template aligns with the new Single Sign-On practices and informs students of technology resources available for navigating various technology systems at COCC
 - b. Update Technology Assistance information with phone number, computer lab locations at the different campuses and self-help resources link.
 - c. Move course technology requirements to course materials
 - d. **Amy Harper motioned to approve, Barbara Bellinger 2nd with suggested edits. Motion passed unanimously.**

- 2) First Reading: Grades Appeal Committee Proposal (Betsy)
 - a. Academic Affairs needs to convene a Grades Appeal Committee consisting of three full-time faculty members, one of whom is also a department chair. Academic Affairs also assigns one of these members to be the chair of the committee. Committee members must be present at all hearings in order to vote following deliberations.
 - b. The committee will be in place for a possible grade appeal in January 2019
 - c. Members will be Paula Simone, Jessica Giglio, and Ken Swartwout. Paula Simone appointed committee chair.
 - d. **Amy Harper motioned to approve, Barbara Bellinger 2nd. Motion passed unanimously.**
- 3) Informational Item: Academic Calendars 2019-23 (Betsy)
 - a. No intentional changes to the philosophy of the calendar for the next several years.
- 4) Informational Item: New Programs Stage 3 Approval (Betsy)
 - a. Certified Surgical Tech program is going through a 2-year process due to the complexity of the program implementation and amount of research involved.
- 5) Informational Item: Awards Definition Proposal minor wording changes (Betsy/Vickery)
 - a. Standardized wording across the award definitions

The meeting adjourned at 4:15pm.

Next Meeting: is scheduled for January 28, 3:30 – 4:30, Max Merrill room