

Academic Affairs Meeting Minutes

Date: June 8, 2026, Monday 3:30-4:30p

Location: MET 208

<u>Voting Members:</u> <i>Chair</i> <i>VPAA</i> <i>Faculty Senate Rep</i> <i>Faculty Rep at Large</i> <i>Faculty Transfer</i> <i>Faculty Transfer</i> <i>Faculty CTE</i> <i>Classified Rep</i>	<u>Present</u> Breah Bollom Annemarie Hamlin Tes Schaeffer Josh Evans Brian Kerr (Sub) Rebecca Franklin (Sub) Venus Nguyen Jen Chance	<u>Absent (voting members):</u> Christopher Hazlett Fleur Prade
<u>Non-voting members:</u> <i>Dean of Enrollment</i> <i>Management & Registrar</i> <i>Assessment & Curriculum</i> <i>Administrator</i> <i>Faculty Forum Exec</i> <i>CTE Council Rep</i> <i>Chair-Moot Rep</i> <i>Committee Specialist</i>	<u>Present</u> Tyler Hayes Gabrielle Orsi Sara Henson Venus Nguyen Josh Evans Jennifer Beltis	<u>Absent (non-voting members):</u> <u>Guests:</u> Stuart Allen Alicia Moore Steve Broadbent

Meeting began @ 3:30p

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

Old Business

A. Unfinished Items:

- Review Academic Affairs Committee Minutes from 5/11/26

Tes Schaeffer moved to approve; Brian Kerr seconded – Motion Approved

New Business

A. Information Items:

- Gabrielle Orsi – Presentation: LOA Committee and a Dept/Program Assessment Data and Reflection Form
 - The Learning Outcomes Assessment Committee (LOA) has been aggregating quantitative student score and demographic data alongside qualitative data from assessment surveys. For each Discipline Studies Learning Outcome, a 2–3-page summary report has been prepared, combining the data into a clear, accessible format for faculty review. These reports will be distributed Department Chairs and faculty in the fall, along with the reflection form (see attached). This form closes the loop on assessment.
 - Deadline for submission: Sept. 18th



- Alicia Moore to discuss new legislation about how we support students who are deployed and the impact on their classes. Due Sept. 2026 for approval by board of directors.
 - Legislation Requirements for students deployed for 30 or more days. Students' choice of three options to work with their instructor:
 - Drop the course.
 - Receive an incomplete grade when in compliance with the incomplete grade policy.
 - Continue the coursework if and when it's feasible and if the instructor agrees to it.
 - Legislation Requirements for readmission:
 - Need to be readmitted in the same academic status when they last attended.
 - All their advising registration activity take place as if they're a current student, so they don't have to wait longer to register.
 - Their state, institutional scholarships, including foundation scholarships can be reinstated assuming they meet eligibility.
 - Legislation Requirement for students deployed for less than 30 days
 - Similar requirements but not as many.
 - Opportunity to make up missed coursework
 - In both instances if instructor feels like they've got the outcomes of the course, the instructor could issue a grade without leaving SCADs and SCAD's own course requirements.
 - Most of the things we're going to see are students that are inactive, but are called into a military training for a weekend, or a week, or something along those lines. That happens quite a bit more frequently, and there's a parallel set of, rules that apply for that, more similar to the 30 or fewer consecutive days.
 - Revise the draft policy language based on feedback (e.g., tweak language on incomplete grades (...circumstances align with incomplete grade standards), clarify instructor discretion (conversation with student to assess the best way to allow the student to finish the course, either with an incomplete or withdrawal), correct typos).
 - Fourth bullet, that talks about reimbursement, reimbursement is only eligible if they withdraw, so we combined those two into one sentence.
 - Suggestion to run the draft policy by the aviation program faculty and veteran services for feedback.
 - Have a similar practice around our students who are firefighters that are deployed during fire season.
 - Leaving it up to instructor discretion and student's availability

- Suggestion to codify something for firefighters in the future

B. Action Items:

- **First and Second Reading:** Stuart Allen – Proposal: AAS and CPCC's for Animation
 - Went over the spreadsheet from HECC: Specific report and information on wages and job growth etc., this is a list of job titles and evidence of the earning potential and potential to be hired in the field, and it's specific to Central Oregon as well.

Brian Kerr moved to approve; Joshua Evans seconded; Venus Nguyen abstains – **Motion Approved**

- **Second Reading:** Gabriel Franco and Brian Keechle - Proposal: CNC Operator Career Pathway Certificate of Completion (CPCC)

Tes Schaeffer moved to approve; Jen Chance seconded – **Motion Approved**

- **Second Reading:** Helen Wiersma-Koch – Proposal: Accounting Basics Career Pathway Certificate of Completion (CPCC)

Venus Nguyen moved to approve; Tes Schaeffer seconded – **Motion Approved**

- **Second Reading:** Helen Wiersma-Koch – Proposal: Small Business Essentials Career Pathway Certificate of Completion (CPCC)

Jen Chance moved to approve; Brian Kerr seconded – **Motion Approved**

- **Second Reading:** Helen Wiersma-Koch – Proposal: Construction Management AAS

Brian Kerr moved to approve; Venus Nguyen seconded – **Motion Approved**

- **Second Reading:** Helen Wiersma-Koch – Proposal: Construction Trades, General Apprenticeship AAS

Tes Schaeffer moved to approve; Jen Chance seconded – **Motion Approved**

C. Other Items: n/a

D. Future Items:

- Consider forming a work group to clarify and increase transparency of the program proposal process, including form alignment with HEC and NWCCU requirements.
- Discuss and define the criteria and process for approving new programs and degrees.
- Propose to the new chair that Academic Affairs have a Teams page to house all information and updates.

Annemarie Hamlin moved to adjourn; Jen Chance seconded – **Motion Approved**

The meeting adjourned at 4:11p.

Next Meeting: 09/21/26 at 3:30 – 4:30p, MET 208