

Academic Affairs Committee Year End Summary 2025-26

Chair: Breah Bollom CTE Faculty Rep

Voting Members:

Tes Schaeffer– Faculty Senate Rep

Josh Evans – Faculty Rep

Christopher Hazlett/ Spring Alternate: Brian
Kerr – TFR Faculty Rep

Fleur Prade/ Winter and Spring Alternate:
Rebecca Franklin- TFR Faculty Rep

Venus Nguyen- CTE Faculty Rep

Jennifer Chance – Classified Rep

Annemarie Hamlin – VP Instruction

Non-Voting Members:

Sara Henson- Faculty Forum Executive Team
member

Venus Nguyen – CTE Council Rep

Tyler Hayes – Dean of Enrollment Management
and Registrar

Gabrielle Orsi- Assessment & Curriculum
Administrator

Josh Evans – Chairmoot Rep

Jennifer Beltis – Committee Specialist

AA made the following decisions this year:

Approved New Programs:

- Focus Award for Journalism
- Early Literacy Foundations Certificate of Completion
- Career Pathways Certificate of Completion: Gas Tungsten Arc Welding
- CNC Operator Career Pathway Certificate of Completion
- Accounting Basics CPCC
- Small Business Essentials
- Construction Management AAS
- Construction Trades, General Apprenticeship AAS
- AAS in Animation and CPCCs

Other Action Items approved:

- Revised Course Fee Workflow- in combination with College Affairs
- Course Fee Pilot- Approved Course fees for Art, Culinary, Nursing, Manufacturing and Science laboratory courses.
- Amended/Approved Approval Process for Fees (A-30-2)
- Amended/Approved Academic Affairs Committee policy (G-6-3)
- Re-amended/Approved Academic Affairs Committee policy to add a student representative (G-6-3)
- Amended/Approved Syllabus Standards for Credit classes (G-30-21)
- Amended/Approved Final Exam Schedule policy (G-30-11)
- Amended/Approved Course Challenge Petition Form

- Amended Fee for Course Challenge

Informational Presentations and Discussion Items at AA this year:

- Guided Pathways Update – Annmarie Hamlin and Tyler Hayes
- Review of Curriculum Committee Minutes (approved)- Venus Nguyen
- Pass/No Pass grading criteria- Gabrielle Orsi
- Instructor Approval and Special Registration requests- Gabrielle Orsi
- COCC Certificate corrections from HECC- Gabrielle Orsi
- Course Title revisions within Criminal Justice, changing from “Crime, Justice and Diversity” to “Crime, Justice and Race”
- Discussed the need for a consistent grading scale across campus- decided that it was not needed
- Pharmacy Technician Course discontinuation- Julie Downing
- Review of the process change of Course Fees- what went well and suggestions to approve
- New Legislation about how we support students who are deployed and the impact on classes
- LOA Committee- Department/Program Assessment data reflection process

Needs and Challenges of the Committee:

- One challenge has been the volume of documentation and information that must be stored, reviewed, and shared among committee members. Currently, distributing materials often requires lengthy email chains with numerous attachments, which can be difficult to manage. Additionally, presenting these documents during meetings while simultaneously facilitating a Zoom session can be cumbersome. To improve organization and accessibility, I recommend creating a Microsoft Teams site where all committee materials can be centrally housed. This would allow the Chair to direct members each week to the specific documents and resources requiring their review, reducing reliance on email and improving efficiency.
- I understand that Senior Leadership is exploring ways to streamline the distribution of important information, which may ultimately address this concern. However, at present, the same information is often maintained and distributed across multiple platforms, including email communications to committee members, Headlines, the Academic Affairs public folder, and the Academic Affairs webpage. Consolidating these resources into a single repository, or implementing a more streamlined process for distributing and maintaining information, would reduce duplication of effort and simplify administrative responsibilities for the Chair.
- At the final meeting of the year, the idea of a work-group for determining what AA is actually supposed to look at when approving a new program or certificate, was recommended. I think this is a much-needed work group. One challenge I had as the Chair, and being a relatively new faculty member at COCC, was knowing what part of any proposal brought to the table AA was specifically looking at, was AA the end all be all, or would concerns that we had be ironed out at another level? I believe a work group specifically for Program Proposals is a great start.
- Reconciled Challenge from previous Chair? In a previous annual report, the Chair noted that the committee did not operate as efficiently as it could have due to the late election of the Chair and a midyear transition in the committee specialist role. Both individuals experienced

challenges stemming from the lack of clear, written guidance regarding their responsibilities. While the committee successfully navigated these transitions, there was uncertainty surrounding processes such as posting approved minutes and communicating committee information through Outlook. To address this issue, Jennifer Beltis located a previous Academic Affairs Chair guide. Throughout the year, she and I collaboratively updated and expanded the document to reflect current practices and improve its usability. The revised guide is intended to provide future Chairs with a clear reference for responsibilities, procedures, and expectations, helping to ensure smoother transitions and greater continuity in committee operations. (See below- also forwarded as an email)