Academic Affairs Meeting Minutes
Date: Oct 19, 2026 Monday 3:30-4:30p
Location: MET 208

Voting Members:	**Present:**	**Absent (voting members):**
VPAA		Annemarie Hamlin
Classified Rep	Jen Chance	
Faculty Senate Rep	Rebecca Franklin	
Faculty Rep	Jared Miller	
Faculty CTE-1	Sean Roberts	
Faculty CTE-2	Venus Nguyen	
Faculty Transfer-3	Jason Lamb	
Faculty Transfer-4 ***(CHAIR)***	Christopher Hazlett	
Non-voting members:	**Present:**	**Absent (non-voting members):**
Dean of Enrollment Management & Registrar	Tyler Hayes	
Assessment & Curriculum Administrator	Gabrielle Orsi	**Guests:**
Committee Specialist	Jennifer Beltis	Krista Leaders
Chair-Moot Rep	Jason Lamb	Angie Anderson-May
CTE Council Rep	Venus Nguyen	Cindy Lenhart
Faculty Forum Exec	Stephanie O'Bryan	

Meeting began @ 3:30p
(Note: ***Approvals and Action items written in red****.)*

Old Business

A. Unfinished Items:
- Review Academic Affairs Committee Minutes from 9/21/26 meeting

Sean Roberts moved to approve with edits; Jared Miller seconded – **Motion Approved**

New Business

A. Information Items:
- Angie Anderson-May/Cindy Lenhart/Krista Leaders - Review new annual course fee process
  - Review:
    - Phasing in larger fee increases to reduce student impact
    - Use of 3.8% inflationary benchmark for adjustments
    - 26-27 Course Fee Annual Review Process
    - https://intranet.ad.cocc.edu/departments/instruction/course_fees
    - Possible rubric to evaluate requests
    - Clarified that Inclusive Access is a book charge and a separate fee
    - Student facing fee list available on the Admissions website
    - Reminder to recruit a student representative for review process
  - Why:
    - Improve consistency
    - Alignment between course fees and actual costs

        - Transparency for students
    - Key steps in process:
        - Evaluate current fees against actual costs
        - Submit fee request by deadline (Dec. 18th)
        - Administrative review (VPAA and VPFO)
        - Committee approval – VPAA will send as informational item to CA
        - Presidential approval
        - Implement & Publish

B. Action Items: n/a
C. Other Items: n/a
D. Future Items:
    - Rubric to evaluate course fee review process
    - Recruit ASCOCC student for course fee review process

Jared Miller moved to adjourn; Rebecca Franklin seconded – **Motion Approved**
The meeting adjourned at 4:07p.
Next Meeting: 11/02/26 at 3:30 – 4:30p, MET 208