

## Academic Affairs Committee Minutes

Date: 6/12/2023, 3:30 - 4:30 pm, MET 208 and Zoom

<p><b><u>Present (voting members):</u></b> Paula Simone (<i>Academic Affairs Chair</i>) Chloe Inoue (<i>Committee Specialist and Classified Representative</i>) Ralph Phillips (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Kiri Simning (<i>Faculty at Large</i>) Annemarie Hamlin (<i>Vice President of Academic Affairs</i>)</p>	<p><b><u>Absent (voting members):</u></b> Tyler Hayes (<i>Registrar</i>) Julie Come (<i>Transfer Faculty</i>) Jake Agatucci (<i>Transfer Faculty</i>)</p>
<p><b><u>Present (non-voting members):</u></b> David Schappe (<i>CTE Council Representative</i>) Nicholas Recktenwald (<i>Director of Assessment and Curriculum, non-voting</i>)</p>	<p><b><u>Absent (non-voting members):</u></b> Mindy Williams (<i>Faculty Forum Executive Committee Representative</i>) Sarah Henson (<i>Faculty Forum Executive Committee Representative</i>) Shannon Waller (<i>Chairmoot Representative</i>)</p> <p><b><u>Guests:</u></b> Jared Green</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 5/15/23.

**Kiri Simning motioned to approve minutes, Ralph Phillips 2<sup>nd</sup>, motion passed unanimously.**

### **Action Items:** Revise Prerequisite, 2<sup>nd</sup> Reading

1. Previously the proposal had stated, "The department should define its process and criteria for students who wish to enroll without taking the pre-requisite course." This was language carried forward from 2011, as was noted in the previous meeting.
  - a. This verbiage was updated, stating, "The department should discuss the rationale for having a prerequisite, the impact it will have on the target course and the impact it might have on other courses."
  - b. All changes that the committee had recommended during the 5.12.23 Academic Affair meeting was implemented.

**Annemarie Hamlin motioned to approve, Becky Plassmann 2<sup>nd</sup>, 2<sup>nd</sup> reading passed unanimously.**

### **Action Items:** Chair for 23-24

1. Paula has agreed to continue to serve as the Academic Affairs Chair for 23-24.

**Ralph Phillips motioned to approve, Kiri Simning 2<sup>nd</sup>, passed with Paula Simone abstaining.**

### **Informational Item:** Year End Summary

1. The Committee reviewed the Academic Affairs documentation on the Intranet. It was noted that "Academic Affairs should receive a report for any changes that could potentially end a program."

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2. Nick mentioned that the committee should add language noting that LOA operates as a sub-committee of Academic Affairs.

*Meeting adjourned at 3:55..*