

**Academic Affairs Meeting Minutes**

**Date:** 4/18/2016, Monday 3:30-4:30 PM

**Location:** Max Merrill Room, Library 221

**Present (voting members):**

Eddie Johnson (*Faculty Forum President Elect*)  
Tim Peterson (*Faculty at Large*)  
Colette Hansen (*Classified Rep*)  
David Liu (*Elected by Faculty Forum*)  
Dana Topliff (*Elected by Faculty Forum*)  
Paula Simone (*Elected by Faculty Forum*)  
Jessica Russell (*Elected by Faculty Forum*)  
Jenni Newby (*VPI*)

**Absent (voting members):**

(*Student representative*)

**Present (non-voting members):**

Eric Weller (*Note taker*)  
Vickery Viles (*Curriculum and Workforce Data Specialist*)  
Charlie Naffziger (*Department Chairs Representative*)

**Absent (non-voting members):**

Courtney Whetstine (*Registrar*)  
Laura Boehme (*IT Rep*)

**Guests**

Layla Solar (*Assistant Director Admissions and Records*)

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

1. **Ad Hoc Discussion items**

- a. Tim followed up with the committee regarding updates to the General Procedures Manual.
  - i. Proposals approved through the Academic Affairs committee should be sent to Erica Waldbilig to be updated on the COCC website. In September, these items will get updated in the PDF version of the GP manual.
  - ii. **Eric and Tim will update Erica on the items that have been passed this year.**
- b. Sharla Andresen is checking with COCC lawyers on the syllabus contract question presented last meeting.

2. **Review minutes from 4/4/16**

- a. The group was asked for comments on the draft minutes from last meeting.
- b. There were no questions or comments regarding the minutes.
- c. **Dana Topliff motioned to approve the minutes from 4/4/16 with no changes. Colette Hansen seconded the motion. The voting members unanimously approved the minutes with no changes.**

3. **Review of Curriculum Committee minutes 4/12/16 – Discussion Only**

- a. The group discussed the Curriculum Committee draft minutes from 3-15-16.

- b. There was a brief discussion about the suspension to the Non-Destructive Testing program. This will be presented to the Curriculum committee next meeting.
  - c. There were no additional comments on the draft minutes.
4. **SECOND READING: Prerequisite Failure Automatic Drop Policy**
- a. There were no additional comments brought to the committee from across the college campus.
  - b. The committee discussed further the option of amending COCC's prerequisite policy before passing the proposal for second reading. It was determined the committee will review the prerequisite policy at a future meeting, but will take a vote on the current proposal for second reading.
  - c. It was mentioned a prerequisite with concurrency failure will need to be considered by Admissions and Records when creating their automatic drop process.
  - d. **David Liu motioned to approve the proposal for second reading. Paula Simone seconded the motion. The proposal was unanimously approved for second reading.**
5. **FIRST READING: Syllabus Template**
- a. The committee reviewed the revised syllabus template and syllabus policy.
  - b. The policy was the primary document for review. The following items/questions were discussed regarding the policy.
    - i. The draft presented at the last meeting was rewritten with a different tone. The new tone includes more direct statements.
    - ii. The background information included on the previous draft was removed.
    - iii. The syllabus items the committee previously decided are required were listed on the syllabus policy.
    - iv. Overall the committee felt the new draft was an improvement to the draft presented at the last meeting.
    - v. The committee discussed what should be included as policy for instructor information. The following items were conversed:
      - 1. Should office hours and location be required? – It was determined these will be required
      - 2. Phone and/or email will be required
      - 3. Name will be required
    - vi. A recommendation was made to rewrite the first paragraph for clarity.
    - vii. Is it clear that this is for each course? – It was determined language will be added to indicate it is for each section taught.
    - viii. There was discussion about using a policy template similar to the format presented on this policy. The committee will discuss this further when the committee presentation checklist is reviewed.
    - ix. Can an additional statement be added to create a more positive tone? – An additional statement will be drafted and added.
    - x. Should there be anything added on how a syllabi gets reviewed by the department? – It was determined this question will be presented to Chairmoot for additional feedback.
  - c. Do the full COCC policies need to be listed under this section of the syllabus template? – There was discussion on which policies should be included as a link and which can be fully listed.
  - d. **Changes will be made and sent out to Tim and Eric to distribute.**
  - e. **Dana Topliff motioned to approve the Syllabus Template and Policy for first reading. Jessica Russell seconded the motion. The committee unanimously approved the syllabus template and policy for first reading with the edits discussed.**
6. **Academic Affairs Process: Academic Affairs Charge Review**



- a. The committee membership was reviewed from the General Procedures manual and the following recommendations were made to take to College Affairs.
  - i. List all voting/non voting members in separate groups on the committee matrix.
  - ii. Change the note taker position to a standing committee member position instead of a 1-year appointment.
  - iii. Create a permanent position for CTE program director representation.
- b. **The recommendations will be brought to Kathy Smith for College Affairs to review.**
7. **Academic Affairs Process: Documentation Capture**
  - a. The webpage developed for capturing committee documentation was reviewed.
  - b. An update was made to the page to include the dates proposals get approved by the committee.
  - c. It was discussed that the webpage will continue from one year to the next.
8. **Academic Affairs 2016/2017 Chair Election**
  - a. There was discussion on which committee members will be rolling off the Academic Affairs committee next year, and which members may be able to take on the roll of committee chair.
  - b. This topic will be revisited next meeting.

**Paula Simone motioned to adjourn the meeting. Eddie Johnson seconded the motion. The meeting adjourned at 4:30pm.**

**Next Meeting: Monday, May 2, 2016 – Max Merrill, Library 221 at 3:30 p.m.**