

**Academic Affairs Meeting Minutes**

**Date: 6/11/2018, Monday 3:30-4:30 PM**

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

|  |  |
|--|--|
| <p><b><u>Present (voting members):</u></b><br/> Stephanie André (<i>Transfer Faculty</i>) – Chair<br/> Jessica Giglio (<i>Transfer Faculty</i>)<br/> Amy Harper (<i>Faculty Forum President-elect</i>)<br/> Deb Malone (<i>Faculty at Large</i>)<br/> Betsy Julian (<i>VPI</i>)</p>  | <p><b><u>Absent (voting members):</u></b><br/> TBD (<i>ASCOCC representative</i>)<br/> Matthew Lachance (<i>CTE Faculty</i>)<br/> Ken Swartwout (<i>CTE Faculty</i>)<br/> Barbara Bellinger (<i>Classified Representative</i>)</p> |
| <p><b><u>Present (non-voting members):</u></b><br/> Stacey Donohue (<i>Shared Governance Workgroup</i>)<br/> Courtney Whetstine (<i>Director of Admissions &amp; Registrar</i>)<br/> Thor Erickson (<i>ChairMoot Representative</i>)<br/> Vickery Viles (<i>Director of Curriculum &amp; Assessment</i>)<br/> Ralph Phillips (<i>CTE Council Representative</i>)<br/> Krista Leaders (<i>Committee Specialist</i>)</p> | <p><b><u>Absent (non-voting members):</u></b><br/> Jeff Floyd (<i>IT Representative</i>)</p> <p><b>Guest</b><br/> Michael Hansen, incoming Faculty At-Large</p>  |

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

**Unfinished Business**

- 1) **Review Minutes from 5/14/18 Meeting**
  - a) The meeting was open to review the minutes from 5/14/18.
    - i) Approved with suggested changes
    - b) **Motion to approve the minutes Jessica 1<sup>st</sup>, Deb 2<sup>nd</sup>. Motion passed.**
- 2) **Discussion Only: Review Curriculum Committee minutes from 5/15 and 5/29. No changes.**
- 3) **Second Reading: Proposal to disband the Learning Community Committee (Betsy)**
  - a) **Motion to approve Amy, Deb 2<sup>nd</sup>. Motion passed.**

**New Business**

- 1) **Information Item: Share draft EOY report. (Stephanie)**
  - a) Suggested change was the title of **Admissions Representative be changed to Registrar**
  - b) 1.2 A 8 suggested change to the charge of the related instruction task force.  
**Created a task force that will define and make recommendations on the communication and computation aspects of related instruction**
  - c) Discussion ensued regarding use of the intranet for committee information
- 2) **Information Item: COCC Award Definition Proposal**
  - a) Status update on tentative plan for task force on related instruction (Betsy)
    - i) High response for participation on the task force. Selections will be made to best represent the needs of the affected departments.
    - ii) Anticipate a first meeting for the task force in September.
- 3) **Ad Hoc Discussion**
  - a) Discussion ensued regarding not posting draft minutes of committee meetings. Posting draft minutes eliminates the possibility of incorrect information being public.



- b) Status updates serve as a summary update of committee activity until the approved minutes are posted.
- c) Discussion over the practicality of having second readings for items.
- d) It was suggested College Affairs meet two times a month in the spring due to the volume of items on the agenda and expediting the process.

The meeting adjourned at 4:03pm.

**Next Meeting: TBD**