

Academic Affairs Meeting Minutes

Date: 5/10/2020, Monday 3:30-4:30 PM

Location: Zoom

Present (voting members):

Dan Alberghetti (*CTE Faculty*) – Chair
Matthew Higgins (*Faculty at Large*)
Jacquelyn Coe (*Transfer Faculty*)
Alan Nunes (*CTE Faculty*)
Betsy Julian (*VPI*)
Carolyn Schmidt (*Classified Representative*)
Kirsten Hostetler (*Transfer Faculty*)

Absent (voting members):

TBD (*ASCOCC representative*)
Andria Woodell (*Faculty Forum Representative*)

Present (non-voting members):

David Schappe (*CTE Council*)
Tyler Hayes (*Director Admissions & Registrar*)
Franklin Clark (*Director of Curriculum & Assessment*)
Krista Leaders (*Committee Specialist*)
Jane Morrow (*Chairmoot Representative*)
Rebecca Plassmann (*Faculty Senate Representative*)

Absent (non-voting members):

Tim Peterson (*Shared Governance*)

Guests:

Sara Henson

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 4/12/2021
Betsy motioned to approve with suggested edits, Dan second, motion passed unanimously
2. Review Curriculum Committee Minutes from 4/13, 4/20, 5/4
 - a. **Reviewed**

New Business:

1. **Informational Item: Curriculum and Assessment: Change to SLOs – Franklin Clark**
 - a. changing the curriculum standard for learning outcomes from 3-5 to 4-8
 - b. An inventory of course learning outcomes was done and some courses have as many as 20 or more.
 - c. Curriculum will be designing a system to systematically revise outcomes at the program level and the course level simultaneously to determine alignment between program outcomes and courses
 - d. LOA (Learning Outcomes and Assessment) will be involved in the revision process for learning outcomes.
2. **Action Item: Updated Syllabus Template: Title IX Statement – Alicia Moore, Tyler Hayes 1st Reading**
 - a. Updating the syllabus template with revised guidelines regarding Title IX statement.

- b. The new language will also include links to the College’s policies and procedures related to Title IX and the state of Oregon’s sexual harassment laws as well as, the Title IX Coordinator and a link to the incident report.
- c. **Dan motioned to approve, Carolyn second, motion passed unanimously.**
- 3. **Action Item:** GPM Grade Appeals Committee Policy – Sara Henson 1st Reading
 - a. Requesting the addition to the policy, language that notifies *“Members of the Bargaining Unit, as defined by the CBA, may also request a Faculty Forum representative be present in accordance with federal labor law.”*
 - b. **Betsy motioned to accept, Jacquie second, motion passed unanimously.**
 - c. Additional discussion occurred regarding whether the procedure for grade appeals should be under the purview of Faculty Senate or Academic Affairs.
 - i. The current process needs better documentation and refining.
 - ii. Should a subcommittee be formed by Academic Affairs or Faculty Senate or jointly to determine a process that is fair to faculty and students?
 - iii. Suggestion was made to bring a proposal back to Academic Affairs for the May 24 meeting.
- 4. **Action Item:** Elect a new AA chair for Fall 2021
 - a. Jacquie expressed interest in being the next chair.
 - b. **Betsy nominated Jacquie to be 2021-2022 Chair, Dan second, passed unanimously**

Alan motioned to adjourn, Matt second, the meeting adjourned at 4:39 pm.

Next Meeting: is May 24, 2021 3:30 – 4:30, Zoom