

Academic Affairs Meeting Minutes

Date: 10/18/2021, Monday 3:30-4:30 PM

Location: Met 208

Present (voting members):

Jacquelyn Coe (*Transfer Faculty*) – Chair
Matthew Higgins (*Faculty at Large*)
Alan Nunes (*CTE Faculty*)
Becky Plassmann (*Faculty Senate Representative*)
Betsy Julian (*VPI*)
Sarah Fuller (*Transfer Faculty*)

Absent (voting members):

Carolyn Schmidt (*Classified Representative*)

Present (non-voting members):

Tyler Hayes (*Director Admissions & Registrar*)
Franklin Clark (*Director of Curriculum & Assessment*)
Murray Godfrey (*Chairmoot Representative*)
Susan Miller (*Faculty Forum Representative*)
Paula Simone (*Chairmoot Representative*)
TBD (*Committee Specialist*)

Absent (non-voting members):

TBD (*Shared Governance*)
Hal Wershow (*Faculty Forum Representative*)
David Schappe (*CTE Council*)

Guests:

Annemarie Hamlin (*Instructional Dean*)
Julie Downing (*Instructional Dean*)
Jessie Russell (*Outdoor Leadership Program Director and HHP Chair*)
Venus Nguyen (*Art faculty*)
Lilli Ann Linford-Foreman (*Fine Arts and Communication Chair*)

Meeting began @ 3:30

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

Unfinished Business

1. Review Academic Affairs Committee minutes from 10/4/2021
 - a. **Minor corrections: meeting was held in Met 208; Paula Simone not a voting member (Chairmoot representative)**
 - b. **Rebecca Plassman moved to approve with corrections noted above, Sarah Fuller, seconded; minutes approved**
2. Review Curriculum Committee Minutes from 6/8 and 9/28
 - a. **Reviewed; correction noted that Pat Kenelley was present on 9/28 (he is noted as both present and absent in those minutes)**

New Business:

1. **Action Item:** Outdoor Leadership new program proposal – Jessica Russell, 1st Reading
 - a. Jessie Russell summarized the one-year certificate program which students can take alone or with coursework to complete an AAOT. Some students who already have a bachelors degree may return for the one-year certificate and can leave with a

recognized award. No new courses have been added to create this program. Various items discussed include

- i. We are still in discussions with the state as to whether these will be coded as CTE or transfer (which is current practice); coding as CTE will allow for completion tracking by the state
 - ii. All classes articulate with EOU and OSU
 - iii. As relates to related instruction, advisors will help students choose the appropriate math class for their goals
 - iv. The one-year certificate is not intended to transfer unless we have an articulation agreement; catalog description could be added such as “degree is not intended to transfer”
 - v. Degrees would be auto awarded for those who sign up for the certificate; manual entry for those students who sign up for AAOT but complete certificate along the way
 - vi. This certificate fulfills state and legal requirements for a one-year certificate
- b. Betsy Julian moved to approve the proposal for first reading; Sarah Fuller seconded; six voted to approve, none were opposed, none abstained**
2. *Action Item:* Graphic Design and Illustration new program proposal – Venus Nguyen, 1st Reading
- a. Venus Nguyen summarized the one-year certificate program in graphic design and illustration, which students can also take as a standalone certificate or as part of an AAOT. Five new courses were developed and approved through Curriculum Committee in 2021-22 and are currently scheduled and being taught this year. Students will complete a portfolio of their work at the end of the program. This certificate will make art students employable in a variety of jobs, as they will be competent in the major platforms used in the industry. Various items discussed include
 - i. Students are filling these courses quickly already and we once the program is official, COCC may ultimately need to hire additional PT faculty teacher; Venus does not anticipate difficulty in finding instructors
 - ii. The set of courses required are all in the Art program; elective courses include Business, CIS, Humanities, Communication, and Psychology. Latest updates are in Courseleaf.
 - iii. Budgetary and technology needs: the program will need newer computers but not more computers.
 - iv. Students are currently alerted in the syllabus what the technology requirements are for the class; these could be added to the catalog as well.
- b. Betsy Julian moved to approve the proposal for first reading; Sarah Fuller seconded; six voted to approve, none were opposed, none abstained**

The meeting adjourned at 4:30 pm.

Next Meeting: is November 1, 2021 3:30 – 4:30, MET 208