

Academic Affairs Committee Agenda

Date: 01/31/2022, 3:30-4:30 pm

On Zoom: <https://cocc.zoom.us/j/92647376010>

<p><u>Present (voting members):</u> Jacquelyn Coe (<i>Transfer Faculty</i>) – Chair Matt Higgins (<i>Faculty at Large</i>) Paula Simone (<i>CTE Faculty</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Betsy Julian (<i>VPI</i>) Sarah Fuller (<i>Transfer Faculty</i>) Carolyn Schmidt (<i>Classified Representative</i>) Alan Nunes (<i>CTE Faculty</i>)</p>	<p><u>Absent (voting members):</u></p>
<p><u>Present (non-voting members):</u> Tyler Hayes (<i>Director of Admissions & Registrar</i>) Franklin Clark (<i>Director of Curriculum & Assessment</i>) Murray Godfrey (<i>Chairmoot Representative</i>) Chloe Vogel (<i>Committee Specialist</i>) Dave Schappe (<i>CTE Council</i>) Susan Miller (<i>Faculty Forum Executive Team member</i>)</p>	<p><u>Absent (non-voting members):</u> Hal Wershow (<i>Faculty Forum Representative</i>)</p> <p><u>Guests:</u> Yasuko Jackson (<i>E-Learning Instructional Coordinator</i>)</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 11/15 and 11/29 (vote by email)
 - a. **Carolyn Schmidt motioned to approve, Becky Plassmann 2nd, motion passed unanimously.**
2. Review Curriculum Committee minutes from 11/16, 11/30, 12/7, 1/11, and 1/18
 - a. **Reviewed.**

New Business:

1. **1st Reading Action Item:** Update Blackboard References in Syllabus Template—
Yasuko Jackson
 - a. Purpose of the draft: will inform students about technology and resources and will likewise reduce the workload of faculty.
 - b. Mention library resources such as laptops and hotspots under the technology paragraph.
 - c. There are too many hyperlinks in the current draft.
 - d. Clarification required within the technology assistance paragraph, since students should utilize self-help resources prior to contacting Student Technical Support. There needs to be a clear distinction between Technical Support and Self-Help

- Resources. It would be beneficial to emphasize self-help resources by reformatting the paragraphs to include a numbered/bulleted list.
- e. Remove E-Learning link from Technology Assistance paragraph.
 - f. **Becky Plassmann motioned to approve, Betsy 2nd, motion passed unanimously.**
2. **1st Reading Action Item:** Class Recording Guidelines and Syllabus Language— Betsy Julian
- a. Purpose of the draft: will create definitive rules in the syllabus and the GP Manual regarding students recording class sessions.
 - b. There was a recommendation to define what “specific parameters” means, with the recommended edits listed as, “specific parameters as specified by the instructor.”
 - c. In the paragraph listed under the heading “operational needs, current and future” there needs to be clarification about the rules of sharing recordings in cross-listed classes vs. in separate class sections.
 - d. **Matt Higgins motioned to approve, Alan Nunes 2nd, motion passed unanimously.**
3. **1st Reading Action Item:** Community College Survey of Student Engagement (CCSSE) Data Review Work Group— Betsy Julian
- a. **Reading postponed until next meeting.**

The meeting adjourned at 4:28.

Next meeting: is scheduled for February 14th, 3:30-4:30, on Zoom
<https://cocc.zoom.us/j/92647376010>