

**Academic Affairs Committee Minutes**

**Date:** 10/03/22, 3:30-4:30 pm, MET 208

<p><b><u>Present (voting members):</u></b> Paula Simone (<i>CTE Faculty</i>) – Chair Kiri Simning (<i>Faculty at Large</i>) Jake Agatucci (<i>Transfer Faculty</i>) Ralph Phillips (<i>CTE Faculty</i>) Tyler Hayes (<i>Registrar</i>) Annemarie Hamlin (<i>VPAA</i>) Becky Plassmann (<i>Faculty Senate Representative</i>)</p>	<p><b><u>Absent (voting members):</u></b> Monte Cheney (<i>Transfer Faculty</i>)</p>
<p><b><u>Present (non-voting members):</u></b> David Schappe (<i>CTE Council Representative</i>) Chloe Vogel (<i>Committee Specialist</i>)</p>	<p><b><u>Absent (non-voting members):</u></b> Sarah Baron (<i>Faculty Forum Executive Committee</i>)</p> <p><b><u>Guests:</u></b> Mindy Williams (<i>Faculty Forum Executive Committee</i>)</p>

Meeting called to order at 3:35.

Note: **Approval and Action items written in red.**

**Old Business:**

1. Syllabus Template Language:
  - a. Franklin brought this to Faculty Senate at the end of the year, and Academic Affairs did not have the proper amount of time to review changes prior to implementation.
  - b. Faculty Senate to talk about this more. The Institutional Syllabus is still a work in progress
  - c. Many people did not see updates populated into their Canvas courses
  - d. Motion for Senate to take a look at the document, offer their input, and then it would be re-examined to Academic Affairs

**Becky Plassmann motioned to approve that Faculty Senate take a look at the document, offer their input, and then it will be re-examined by Academic Affairs, Annemarie Hamlin 2<sup>nd</sup>, motion passed unanimously.**

**New Business:**

1. **Action Item:** GE Outcomes, 1<sup>st</sup> Reading – *Jessica Giglio, Instruction*
  - a. The General Education outcomes are not measured adequately and it was difficult to reach a proper conclusion based on how it was written.
  - b. Some outcomes were decided at the end of the previous Academic Year, but there are still more outcomes that will need to be reviewed.
  - c. The goal is to simplify the process and make it measurable.
  - d. Voting on proposed revisions: Arts and Letters, Computer Science, Cultural Literacy, Health, Information Literacy, Mathematics, Science, Social Science, Speech/Oral Communication, Writing
  - e. People can't start on these assessments, until this has been finalized (this is the 1<sup>st</sup> Reading, which was approved)

**Becky Plassmann motioned to approve (pending that there is confirmation to approve to make these changes), Kiri Simning 2<sup>nd</sup>, motion passed unanimously.**

**1. Sub-Committee & Task Force Reports:**

- a. Curriculum and LOA are both under Academic Affairs
- b. Faculty members felt that at least once a term these sub-committees should present on what is going on
- c. Referred to Article 11 2.D in GPM
- d. Paula noted that it would be helpful if task forces and committees would present occasionally.
  - How can Academic Affairs and Faculty Senate coordinate? It would be helpful for items to exist as informational items in Faculty Senate.

**Reviewed.**

**2. Grade Appeals Task Force:**

- a. Academic Affairs should be involved in any reviews that could potentially end a program.
- b. LOA should coordinate and communicate with the Academic Affairs Committee, a requirement that is listed both on the LOA webpage and in the GPM.
- c. The webpage for the Curriculum Committee doesn't mention anything about presenting to Academic Affairs, but those procedures are mentioned in the GPM.
  - The Curriculum webpage should also reflect this
- d. RSC could clear up the procedural language on their webpage.

**Reviewed.**

*Meeting adjourned at 4:25.*