

Academic Affairs Committee Minutes

Date: 10/31/22, 3:30-4:30 pm, MET 208

<p><u>Present (voting members):</u> Paula Simone (<i>CTE Faculty</i>) – Chair Kiri Simning (<i>Faculty at Large</i>) Jake Agatucci (<i>Transfer Faculty</i>) Tyler Hayes (<i>Registrar</i>) Annemarie Hamlin (<i>VPAA</i>) Becky Plassmann (<i>Faculty Senate Representative</i>) Ralph Phillips (<i>CTE Faculty</i>)</p>	<p><u>Absent (voting members):</u> Julie Come (<i>Transfer Faculty</i>)</p>
<p><u>Present (non-voting members):</u> David Schappe (<i>CTE Council Representative</i>) Sarah Baron (<i>Faculty Forum Executive Committee</i>) Chloe Vogel (<i>Committee Specialist</i>)</p>	<p><u>Absent (non-voting members):</u> Shannon Waller (<i>Chairmoot Representative</i>)</p> <p><u>Guests:</u> Marilyn Waller-Niewold (<i>Medical Assisting</i>) Tony Russell (<i>Instructional Dean</i>) Kelli Smith (<i>Testing and Tutoring</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 10/17

Becky Plassmann motioned to approve, Kiri Simning 2nd, motion passed unanimously.

New Business:

1. **Action Item:** Community Health Certificate, 2nd Reading— *Sarah Baron, Faculty Forum Executive Committee*
 - a. Certificate in three areas: Community Health Worker, Peer Support Specialist, Public Health Systems
 - b. There is high-demand within this field.
 - c. The certificates will be stackable and can be used towards a transfer degree.

Becky Plassmann motioned to approve, Annemarie Hamlin 2nd, motion passed unanimously.

2. **Informational Item:** Proposed Revision of COCC’s General Education Outcomes— *Annemarie Hamlin, Vice President of Academic Affairs*
 - a. Currently reaching out to Transfer Institutions, and still waiting to hear back from Oregon State.
 - b. PSU offered feedback about the Science outcomes, stating, “The only change I would be concerned about would be the changes for Science, which are “Science: evaluate a hypothesis using qualitative or quantitative data.” I recognize that COCC was splitting Computer Science from Science in making that statement, but I’m concerned it doesn’t cover what is already in the state outcomes well enough.”
 - c. In 2019, the statewide library group proposed changes to the information literacy outcomes, and I have included those updates here. However, we have yet to confirm whether these changes were accepted.

- Library Science faculty would like to further edit the Information Literacy outcomes, which will likely take longer than two weeks.
- d. Currently proposed outcomes should be harmonious with Appendix E outcomes and criteria.
- e. The Science component is lack granularity and should address components such as gathering data, and the need for solid communication skills. Three components were mentioned: gather, apply, and assess.
- f. It would also help if there was one writer for all of the outcomes, in order to make the tone and voice more consistent.
 - There is a discrepancy between single action and multiple action verbs.
- g. The Committee determined that these outcomes would be sent to the Science Department, in order to add more details.
 - This will be brought back to Academic Affairs in two weeks.
- h. Paula Simone will reach out the Library, Computer and Information Science, and Science.

Reviewed.

3. **Action Item:** Proposed Revision of Institutional Syllabus, 1st Reading: *Becky Plassmann, Faculty Senate Representative*
 - a. Becky made some updates to the draft of the Institutional Syllabus:
 - Like items are grouped together, rather than the content being alphabetized.
 - Top priority items are at the top of the syllabus, ranked by the order in which students will need them.
 - Will fit on three pages.
 - b. It was noted that Admissions and Records and the Financial Aid Office both fall under the category of Enrollment Services.
 - c. This should be in place by Winter Term.
 - Will be posted in a webpage within Canvas, and can be periodically fine tuned by eLearning and other writers.
 - The phone numbers and emails will all need to be listed as hyperlinks, in order to be accessible.
 - Add Basic Needs link.

Kiri Simning motioned to approve, Ralph Phillips 2nd, motioned passed unanimously.

4. **Informational Item:** Carpenter Apprenticeship Program: *Kip Morris, Apprenticeship Program Coordinator and Michael Fisher, Instructional Dean*

Tabled for more information.

Meeting adjourned at 4:30.