Academic Affairs Council Meeting
APRIL 21, 2022
10:00 AM In-Person

I. Call to Order @ 10:04 AM

Members Present

X	Employee Name	X	Employee Name
X	Darci Cather	X	Kristin Shelby
X	Brenda Brown	X	Craig Bradley
X	Ginger Harner	X	Greg Mason
X	April Dollins		Tim Frizzell
X	Lora Clark	X	Teale Betts
X	Amanda Hannan	X	Vicky Cornelissen (recorder)
X	Blake Goforth (Zoom)	X	Ruth Smith
X	Tanya Hill	X	Mindy Ashby
	Mike McNally		

II. Approval of March 17, 2022 Minutes

- Corrections made, Ruth Smith was present at meeting.
- Chair to review and approve corrections.
- Vicky will send minutes to Tina Dudley and Jonathan Van Meter who will post on Shawnee website.
    i. https://shawneecc.edu/about/shared-governance/academic-affairs-council
- Motion made to approve minutes, with corrections.
- Kristin Shelby made a motion to approve Academic Affairs Council Meeting minutes, second by Teale Betts. Motion unanimously carried.

III. Additions to the Agenda – None added.

IV. Items for Discussion

- **Policy Disposition / Evaluation**
    i. Per Darci's request Policy Disposition / Evaluation was moved in front of Course Surveys.
    ii. Location on website in the Academic Affairs Council. https://shawneecc.edu/about/shared-governance/academic-affairs-council
        1. Policy Responsibility - https://shawneecc.edu/about/shared-governance/academic-affairs-council/policy-responsibility

2. Governance Committees - https://shawneecc.edu/about/shared-governance/governance-committees

iii. All policies broken out via theme, which ones we want to review, which ones we want to funnel down to other teams. (Try to breakdown equally).

iv. Breakdown / suggestion as follows:

Name	Policy Number	Team to Review
Academic Freedom	4120	Academic Affairs Council
Curriculum Development	4210	Curriculum and Instruction
Credit Hour Definition	4215	Academic Standards Team
Advisory Committees	4230	Academic Affairs Council
School Year	4240	Academic Affairs Council
Required Class Size Policy for Community Education Classes	6390	Academic Affairs Council
Grading *(Note: Integrated with Pass/Fail Grade Policy)*	8161	Academic Standards
Pass/Fail Grade Policy	8161	Academic Standards
Assessment for Student Learning	8170	Student Academic Assessment Team
Advanced Credit / Credit by Examination	8150	Academic Affairs Council (we can break it down in sections)
College Level Examination Programs (CLEP)	8210	Academic Affairs Council
Suspension from Clinical Experience for Unsafe Clinical Practice and/or Violation of Health Care Facility rules, Regulations or Policies for the Practical Nursing Program	8311 8312	Academic Affairs Council
Evaluation of Student Academic Performance (Note: Maintaining Student Attendance Records)	8410	Academic Standards
General Graduation Requirements	8470	Academic Standards
Educational Internships	8550	Academic Affairs Council

v. On May 11, 2022 team chairs and council chairs to meet with Dr. Teske to work on a policy rubric.
   1. Examples: rate policy, is policy required, does it have a defined purpose, etc.

vi. Academic Affairs Council to decide which policy's we want to retain as our own to review, and which ones to push down to other teams to review.

vii. As a team will need to review and familiarize ourselves with these policies.

viii. Next meeting please review policy, with our priorities, that we would like to develop.

- A motion was made by Greg Mason for Academic Affairs to keep those policies assigned to Academic Affairs Council and distribute the remainder to other groups. Mindy Ashby seconded the motion. All unanimously agreed. Motion carried.

- **Course Surveys**
  i. We recently purchased SmartEvals.
     1. SmartEvals was purchased to all SCC to more efficiently collect course evaluations and other in-house student satisfaction surveys, as needed.
     2. Part of Strategic Plan 2021-2025, Goal 3, Objective 1, Strategy C.
     3. SmartEvals would be most economical and meet our needs.
     4. Launch potential Fall 2022.
     5. Faculty will have access to see their own dashboard.

ii. Instructor Questions Handout (attachment) was distributed. (Darci)
    1. Suggested corrections in red, along with strikeouts / changes.
    2. Survey question updates will be for next fall.
    3. A suggestion was presented to have a test run / focus group on students from various areas.

V. **New Business** – None Added

VI. Additional Questions for Online Courses
- Update Tech / Support – Moodle Signs
    i. Vicky sent an email to Kevin Hunsperger on 04-21-2022 asking for assistance with updating signs (eye-catching and colorful).
    ii. Kevin responded happy to assist, but needing to locate current signage.
    iii. Vicky is reaching out to multiple individuals to try and locate.
- Text Alert on regarding technical support / tutoring.
    i. Vicky sent an email Cara Doerr requesting that a text alert be sent out students reminding them of tutoring availability, especially toward the end of the semester.
        1. An email was sent to Darci asking if this may be an ongoing process at the start and end of every semester, a reminder to students that help is available.
        2. Response that it is expected that this is built into a master communication plan with various groups of students.

VII. Upcoming Meeting Dates
- **Thursday, May 16, 2022 @ 10:00 AM / River Room**

VIII. Adjournment
Ruth Smith made a motion to adjourn Academic Affairs Council Meeting, second by Craig Bradley. All voted in favor and the motion carried.
The meeting adjourned at 11:37 AM

Attachments:
Survey Questions – with suggested corrections.

Instructor Questions:

Instructor explains ~~complex ideas.~~ course content.

Instructor ~~adhered~~ to the course ~~outline~~. followed / syllabus

Instructor website ~~is~~ prepared for class was

Assignments are clearly articulated^ and included rationale, expectations, and grading methods. separate

Instructor was ~~available for~~ questions about this course. (*10D) was responsive to

Course Questions:

I learned new skill sin this course.

I explored new ideas in this course.

Combine

I increased my ability to think critically about the subject.

The course allowed me to apply fundamental knowledge and ^ skills. /or

This course facilitated an open exchange of ideas.

The course provided opportunities for group work. (*10A)

The course required a high degree of participation to completed. (*10B)

What features and academic support links in Moodle did you find most beneficial? (Choose all that apply).

Knowledge Base, discussion forums, instructor videos, PowerPoints, etutoring, Moodle 101, library resources & research, Moodle support request, academic Success Center

Please add any feedback you would like to give your instructor.

Please leave any comments or recommendations for online classes.

Average amount of time spent per week doing homework for this course: (0-1 hour, 2-3 hours, 3-4 hours, More than 4 hours). (*10B) I read my textbook throughout the semester?

Recommended Additions:

I have utilized the following academic support services this semester (check all that apply). (*5E)

Choices: tutoring, testing services, writing lab, etc. instructor office, e-tutoring, technical support (help desk)

I have utilized student support services this semester (check all that apply). (*5E)

Choices: counseling, food pantry, clothing assistance, mentoring, etc. Accessibility & Resource Office and Career Services

In this course, the average turnaround time for graded assignments was adequate. (*5E) Scale: ~~Excellent, Good, Fair, Poor OR give selections, such as 1-3 days, 4-6 days, 7-9 days, 10+ days.~~

I participated in a service learning project as part of this course. (*1C) (examples)

- I am aware of the following support
- New services student orientation

Did you get an email or VR?