Academic Affairs Council Meeting
May 19, 2022
10:00 AM In-Person

I. Call to Order – 10:08 AM, quorum present

Members Present

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

II. Approval of April 21, 2022 Minutes

- 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, motion carried.

III. Additions to the Agenda – None added.

IV. Items for Discussion

- Policy Review Tool – most everyone sat in on training.
    i. Lasted about 10 minutes after fire alarm.
    ii. Will be sent as a link.
        1. Choose policy type.
        2. Policy being reviewed.
        3. Council specific.
        4. Will be able to choose policy under our charge.
        5. Think, does it adhere to our policy mission.
        6. We want it clear and understandable to all readers.
        7. Individual data but aggregated to our group.
        8. This would provide us framework on how we want to work.

9. Soon we will start receiving policies to review.
    a. Recommendation June meeting review and rate those policies assigned to us.
    b. Read it as you understand it.
    c. Ginger will get links from Dr. Teske to review.

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

- Vicky will no longer be recording minutes for Academic Affairs meetings.
    i. Request for another notetaker.
        1. Teale Betts volunteered.
        2. Vicky will send template to Teale.

V. Old Business –

- Course Surveys
    i. Sent feedback, request students do a vetting of survey.
    ii. SmartEval to have list of current lists used by current institutions.
    iii. Nothing further to review at this time.
- Policy Disposition / Evaluation
    i. Policy disposition will come off agenda.

VI. New Business – No new business.

VII. Next Meeting – June 16, 2022

VIII. Adjournment