Academic Affairs Council Meeting
September 21, 2023
10:00 AM River Room

Members:

x	Mike McNally		Hailey Merriman
x	Amanda Hannan		Lydia Hess
x	Dr. Kristin Shelby	x	Blake Goforth
x	Craig Bradley	x	Rebecca Steinmetz
x	Lorena Hines	x	Brenda Brown
		x	Dr. Taylor

Meeting Facilitator: Dr. Kristin Shelby

Meeting Minutes: Becky Steinmetz

I. **Call to Order** at 10:09a by Dr. Shelby
II. **Member Roll Call**
III. **Approval of August 17, 2023 Minutes**
Motion to accept made by MandyHannan, 2nd by Blake Goforth. All in favor.
IV. **Additions to the Agenda**
Dr. Taylor wants to review the council charge and policy review.
Motion to add to agenda by Becky Steinmetz, 2nd by Mandy Hannan. All in favor.
V. **Team Reports**
   a. **Assessment**
   Dr. Shelby heard it went well. There was a lot accomplished and received positive feedback. Several on the Assessment Team will be attending a webinar on collecting evidence which will include assessment information.
   b. **C&I**
   Meets today, 9/21/23, in the pm
   c. **Academic Standards**
   Canceled last month due to Assessment Day. Next meeting is scheduled for 10/3/23.
   d. **Academic Leadership**
   Revising the scheduling process to help deans calculate loads and schedules conducive to the needs of students using a tool that Dr. Taylor has created. ALT has been reviewing the Catalog Process due dates for 2024-2025. THe final catalog revision submission is 11/30/23. Dr. Taylor added while working on the workload tool, it was discovered that their were issue with the catalog and course master lists. In Mid-October, WIDS will start consulting to

help with developing competency based instruction and development. HCCTP courses have started. October 5 will be Pathways to Success and February 22 will be CTE Day.

VI. Action Items

a. Elect/Appoint Faculty Chair

Lorena Hines volunteered. Motion made by Mike McNally, 2nd by Brenda Brown. All in favor.

b. Elect/Appoint Staff Co-Chair

Blake Goforth volunteered. Motion made by Lorena Hines, 2nd by Mandy Hannan. All in favor.

VII. Old Business

a. Dr. Taylor reviewed how to find the Shared Governance Manual on the website. He also reviewed the Academic Affairs Council charge, scope of responsibilities, and the FY24 priorities. In regards to the FT Employee Policy Manual, he demonstrated where to find it on the website. He demonstrated the Board Policy Manual as an example how the FT Employee Policy Manual will eventually look. He explained his charge from the BoT to address the policies. Dr. Taylor created a spreadsheet to aid with the analysis of the policies. He found less than 10% were policies and the rest were more procedures. He shared a document with the council specifically related to Academic Affairs. The document shows where policies are recommended and how the recommended procedures are connected. He gave a policy example of how policy should look and the attached procedures.

b. Dr. Taylor recommends the council focus on Academic Integrity. A policy needs to be created that we can share with students, specifically including AI.

c. Dr. Taylor added this council meets one time a month for two hours. The progress is going to be slow and cause frustration, however, members need to be assigned duties outside the meeting to keep progress moving forward. Dr. Shelby added we need to adopt action items in the minutes and agenda to keep topics in the forefront.

I. New Business

There was no new business.

IX. Next Meeting on October 19, 2023

x. Adjournment at 11:44a

Motion made by Mandy Hannan, seconded by Blake Goforth. All in favor.