Academic Affairs Council Meeting Minutes
October 19, 2023
10:00 AM River Room

Members:

	Mike McNally	x	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. Darci Cather	x	Dr. Tim Taylor

Meeting Facilitator: Lorena Hines

Meeting Minutes: Becky Steinmetz

I. **Call to Order** at 10:06 a.m. by Lorena
II. **Member Roll Call**
III. **Approval of September 21, 2023 Minutes** A motion was made to accept by Dr. Shelby and seconded by Amanda. All Approved
IV. **Additions to the Agenda** There were no additions.
V. **Team Reports**
    a. **Assessment**

    WIDS consultant, Terri Johnson, was here for training on curriculum mapping to core competencies to industry standards to courses. She will return on January 4 & 5, 2024. Faculty added this platform was user friendly and better than others they have used in the past.

    b. **C&I Team**

    Dr. Shelby mentioned C&I would meet that afternoon. They will be working on clean-up for courses not taught in the last five years and discussing discrepancies of the courses list, in the catalog and master file.

    c. **Academic Standards Team**

    Amanda said the last meeting was reviewing catalog changes, course coding, guidelines for faculty qualifications and verification forms. The team has assigned some designees to get information regarding AI and plagiarism guidelines.

    d. **Academic Leadership Team**

    Dr. Cather said that ALT is working on those similar to AST: qualifications forms, discrepancies in the catalog versus curriculum file, and the scheduling process.
VI. **Policy Recommendations**
    a. **Review of Categories**

Dr. Cather presented the new policy categories and potential numbering system. This council will define the categories for Academic Affairs. The provided handout summarizes some of the categories that have already been identified. Today, feedback is needed on the categories and potential guidelines policies, procedures and guidelines in each category. Discussion concerning the qualifications requirements for instructors took place. Dr. Shelby asked Dr. Taylor to clarify the different categories due to some of them seem to similar. Dr. Taylor agreed they are closely related, but they are distinctly different. He noted a few examples in the categories. Policies need to provide the ultimate guidance and be able to provide ideas on how to obtain it.

Motion to accept and approve categories as presented for the framework going forward was made by Dr. Shelby and seconded by Craig. All approved.

b. Review of Structure and Numbering System Part of above conversation.

c. Identification of priorities

Dr. Taylor reviewed the notes provided on the policies. He believes that we should be giving feedback and contribution from the college regarding the policies we make. Dr. Cather wants to continue giving a second read for policies going forward. The team decided to start with Culture of Learning.

VII. Action Items

a. Faculty Quality Policy (2nd Read)

Lorena read new policy. Discussion about the category in which this falls and the procedures within. The linked procedures need removed while they are being developed.

Motion was made to accept the policy and removing the linked procedures by Lorena Hines, seconded by Brenda. All approved.

VIII. Old Business No old business.

I. New Business

a. Culture of Learning

Culture of Learning will be the next policy. Dr. Cather and Lorena will meet in drafting a new policy. The draft will be sent out a couple of weeks before the meeting before so that everyone can review and get some college feedback.

IX. Next Meeting on November 16, 2023

x. Adjournment