Academic Affairs Council Minutes
February 1, 2024
10:00 AM River Room

Members:

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

Meeting Facilitator: Lorena Hines

Meeting Minutes: Becky Steinmetz

I. **Call to Order**
II. **Member Roll Call**
III. **Approval of December 5, 2023 Minutes** Motion made by Mandy, seconded by Lorena. All Approved.
IV. **Additions to the Agenda** None
V. **Team Reports**
    a. **Assessment** The assessment team are working on HLC Assessment, CQI's are due 2/5 and looking into co-curricular. Dr. Muckler was invited to a meeting to share about CBE including WIDS and WIDS language. The team is having convesations about Simply Syllabus and Weave.
    b. **C&I** No current updates. The team will be looking into OTA issue. Deadline for changes in C&I is 2/16.
    c. **Academic Standards** Standards is working on the FY26 calendar. Recently, they passes a cancellation procedure. They are looking at the scheduling procedures as well by adding a timeline to the guidelines.
    d. **Academic Leadership** Discussing issues from the recent schedule debriefing meeting. They are looking at resolving issues with the way Colleague and MySCC talk or display information for better user experience. Faculty at this meeting expressed issues Moodle has when cancelling classes, would like to see a list of the impacted students before cancelling to keep faculty involved with student success.
VI. **Action Items**
    a. **Faculty Evaluation Procedures from Academic Standards (1st read)**

Discussion about the overall procedure seems to be lacking. The differences need to be identified about the difference between faculty evaluation, self-evaluation, and course evaluations. We can adopt the procedure today as a starting point, but it does need to be revisited and edited in the future. The procedure captured what we completed in the Fall of 2023. This procedure is currently in the Faculty Handbook.
Motion with intent to revise in the future made by Mandy and seconded by Craig. All approved.

VII. Old Business

a. **Culture of Learning Policy**
Dr. Taylor explained the policies and HLC. Our mission statement, vision and values philosophy are our core components to the institution. The core components need to be addressed often to make sure they are still what SCC bases decisions on. For example, our procedures need to based on our policies that were created with one of values that focuses on the "pursuit of excellence." SCC has come a long way in the last four years, which confirms, we need to look at updating our policies and procedures to align with our mission, vision, and value statements. In efforts to do this, Shared Governance has been tasked with developing evidence for our policies and procedures. Lorena wants our council to focus on two policy reviews and creations. Mike will team with Blake to work on Curriculum Management. Craig and Brenda will work on Learning Standards. Lorena and Hailey will work on the Culture of Learning.

I. New Business

a. **Other policies need to start moving on.**
Mike will team with Blake to work on Curriculum Management. Craig and Brenda will work on Learning Standards.

IX. Next Meeting on February 15, 2024

x. Adjournment Motion to adjourn was made by Craig and seconded by Mandy.