Academic Affairs Council Meeting
March 21, 2024
10:00 AM Founders Room

Members:

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

Meeting Facilitator: Lorena Hines

Meeting Minutes: Becky Steinmetz

No formal voting due to lack of quorum.

I. **Call to Order** at 10:17 a.m.
II. **Member Roll Call**
III. **Approval of February 1, 2024 Minutes –** Defer until next month
IV. **Additions to the Agenda**
V. **Team Reports**

a. Assessment

Mike reported the Assessment Team is working primarily on HLC related assignments.

b. C&I

C&I has a meeting today. At the last meeting, Dr. Shelby presented an overview of the HLC components. She provided a training to complete HLC components. They worked on the HLC worksheet, divided team members into sub-working groups, and made the first draft is due today. Final draft will be due at the April 18 meeting.

c. Academic Standards

Dr. Teske shared she gained some clarification in cabinet for the shared governance process. The councils are going to work on policy and procedures. AST has primarily been working on procedures, but now the procedures are going to come to AAC. Dr. Shelby reported AST had been working on the Faculty Qualifications. Questions came from that meeting. Dr. Teske is going to work with HR to verify he procedure. AAC will be sending the final draft out for Faculty Qualifications electronically for an electronic vote. AST worked on HLC Worksheet and divided into subgroups.

d. Academic Leadership

ALT reviewed the Fall and Summer schedule at the meeting with Student Affairs.

VI. Action Items

a. Discussion on any policy not yet amended

Discussed the Instructional Excellence Policy. The team talked about the teaching standards associated with this policy and compared to other standards so not to duplicate the policies and keep their individual policy identity. The proposed policy will be sent to the team feedback and for virtual vote.

Scheduling Guidelines were approved in AST and represent the most recent scheduling procedures. This needs to be sent to the council for feedback and virtual vote.

Articulation need sent to the council for feedback and virtual vote.

Dr. Teske will review the Faculty Qualifications and revise as needed. Once finished, she will send to the chair to be sent out for council feedback and virtual vote.

b. Any other action items

VII. Old Business

a. Old business leftover from last meeting

VIII. New Business

IX. Other items

Dr. Teske would like everyone to think about what we want to start on at the next meeting. Ideas proposed were Course Development & Curriculum Development procedures, also, CBE Philosophy and Development.

a. Next Meeting on April 18th, 2024

X. Adjournment at 11:40 a.m.

3/25/24 – Virtual Votes

Instructional Excellence Policy Virtual Vote – Dr. Shelby made a motion to accept the Instructional Excellence policy, seconded by Brenda. All approved. Motion Carried.

Scheduled Building Guidelines and Procedures Virtual Vote – Becky made a motion to accept the procedures as presented, seconded by Mandy. 8-yes, 1-abstain. Motion carried.

3/26/24-Virtual Votes

Class Cancellation Procedure – Mandy made the motion to approve the class cancellation procedures, seconded by Becky. All approved. Motion carried.

Faculty Qualification Procedure – Mandy made the motion approve the faculty qualifications as submitted, seconded by Dr. Shelby. All approved. Motion Carried.

4/11/24-Virtual Votes

Course Schedule Development Procedure-The Executive Council approved the Course Schedule Development Procedures (attached) under the condition that the following is done:

- Change the title to "Course Schedule Development" to match the policy status spreadsheet (We had it titled Schedule Building Procedures)

- Added 5C as an additional HLC criterion
- Corrected two minor typos- changed "that" to "which", changed the numbers in the example charts on p. 4 to match the course numbers in the text above it

Becky made a motion to accept the procedure with the changes presented by Executive Council, seconded by Mandy. All approved. Motion Carried.