Academic Standards Minutes
March 19, 2024
2:00-4:00 p.m.
H2090 (Beach)

Chair: Mandy Hannan

Roll Call:

x	Mandy Hannan		Ginny Severs	x	Dr. Ian Nicolaides
	Keyarra Blissett	x	Anna Davenport		Dr. April Teske
x	David Black	x	Becky Steinmetz	x	Dr. Kristin Shelby
	Jennifer Watkins		Danielle Boyd		

Agenda Items:

- **Call to Order** at 2:02 p.m.

- **Approval of Minutes** A motion was made to accept the minutes by Anna and seconded by Becky.

- **Additions to the Agenda** None

- **Items for Discussion**

    - Schedule Building Guidelines and Procedures

Points 9, 10, and 11 were updated This represents the most recent process for scheduling. It allows Academic Affairs and Students Affairs to review, suggest changes, and make necessary changes in a streamlined process. A motion was made to accept the procedure as presented by Dr. Shelby and seconded by Dr. Nicolaides.

    - CBE Philosophy – Dr. Dane Muckler

This will be the first read, Dr. Muckler and a group from the college are visiting Lewis & Clark Community College to observe their implementation of CBE in the welding program. The team has concerns about CBE in general. We will ask Dr. Muckler to attend the next meeting to clarify the concerns about CBE and parts

of the philosophy. It was suggested that someone experienced in CBE zoom in or record a video for our faculty to get an idea of CBE in practice for individual courses and programs. The team will continue to review the philosophy and bring questions back to the next meeting where Dr. Muckler will be able to attend.

- Faculty Qualifications – Dr. April Teske

This procedure ensures we are qualifying all instructors, including dual credit. Dr. Shelby confirmed this procedure is following ICCB and HLC. These are procedures to follow and to include HR in the process. The flow of approvals were updated to represent the chair, dean, and VPAA as shown on the organizational chart. Concerns were presented about saving the form and how information will be received to approve the instructor and their appropriate courses. No action was taken until the team could further explore clarification on the process and wording. The team will revisit at the next meeting.

- **New Business**

  - HLC Assurance Argument – 3.A, 4.A

The team worked together on brainstorming ideas and evidence we have to meet the HLC criteria. The team was broken out to write various arguments and bring back a draft to the next meeting. Components 4.A.1-4 will be written by Dr. Shelby, Becky, and Ginny with Dr. Teske advising. Components 4.A.5-6 will be written by Dr. Nicolaides, Mandy, and Keyarra. Components 3.A.1-3 will be written by Anna, David, and Danielle.

- **Adjournment** at 4:07 p.m.

Next Meeting: April 2, 2024. Please send agenda items to amandah@shawneecc.edu prior to March 28, 2024.