Academic Affairs Council Meeting
April 18th, 2024
10:00 AM Founders Room

Members:

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

Meeting Facilitator: Lorena Hines

Meeting Minutes: Becky Steinmetz

I. **Call to Order** @ 10:09 a.m.
II. **Member Roll Call**
III. **Approval of February 15, 2024 and March 21, 2024 Minutes**
Motion to accept February's minutes as presented was made by Dr. Shelby and seconded by Mandy. All approved.
Motion to accept March's minutes as presented was made by Dr. Shelby and seconded by Blake. All approved.
IV. **Additions to the Agenda**
V. **Team Reports**
   a. **Assessment –** Last met on March 25. The team worked on the HLC 1C1. Mike went to HLC and will be working on weave shells and reviewing assessment projects.
   b. **C&I**- Last met March 12. Discusses the first read of HLC assurance arguments. Scheduled to meet today.
   c. **Academic Standards-**There was a presentation on CBE by Dr. Muckler. The team continued to work on the HLC assurance argument. They will meet again in two weeks.
   d. **Academic Leadership-**The team was given a presentation of Dreamscape. They discussed textbook clarifications, faculty qualifications, policy/procedure webpage, and travel reimbursement procedures.
VI. **Action Items**
   a. **New procedures to work on**
   Dr Teske explained the councils will be working primarily on policies and procedures with input from teams as needed. She demonstrated the webpage and how it correlates to the

spreadsheet provided by the President's Office.
A2000.05 Academic Integrity/Honesty procedures may need to be the next procedure to work on since AI is not going away. It is our responsibility as an institution to educate students on how to use it appropriately, adopt instructors' permissions, and cite it correctly. Dr. Shelby feels we need to make AI its own procedure to address it directly. Dr. Teske thinks that's good, but we need to collaboration with Alicia, Rob, Amber, and Faculty. Mike will email a pdf form from a training he and Wendy recently received.
Dr. Teske reviewed Academic Affairs procedures that need to be done away with, one's that can easily be knocked out by different departments, and prioritized the rest with the council's input.

b. Any other action items

The Faculty Qualifications Procedures were presented to Executive Council. Executive Council would like to see the highlighted changes/recommendations to the procedure. Dr. Shelby made the motion to accept the procedures as presented with a second from Mandy. All approved.

VII. Old Business

a. Old business leftover from last meeting

VIII. New Business

IX. Other items

a. Cancelled meeting for May, June and July

b. Next Meeting on August 15, 2024

X. Adjournment – Motion to adjourn was made by Mike and seconded by Mandy. All approved.