

**Academic Affairs Meeting Minutes**

**Date: 9/22/2025, Monday 3:30p-4:30**

**Location: MET 208**

<p><b><u>Present (voting members):</u></b>  <i>(Chair)</i>  <i>(Faculty Senate Rep)</i>          Annemarie Hamlin (VPAA)          Jen Chance <i>(Classified Rep)</i>  <i>(Faculty at Large)</i>          Breah Bollom <i>(Faculty CTE)</i>  <i>(Faculty CTE)</i>          Christopher Hazlett <i>(Faculty Transfer)</i>  <i>(Faculty Transfer)</i>          TBD <i>(ASCOCC representative)</i></p>	<p><b><u>Absent (voting members):</u></b>          Breah Bollom</p>
<p><b><u>Present (non-voting members):</u></b>          Tyler Hayes <i>(Dean of Enrollment Management &amp; Registrar)</i>          Gabrielle Orsi <i>(Assessment &amp; Curriculum Administrator)</i>          Jennifer Beltis <i>(Committee Specialist)</i>  <i>(Faculty Forum Exec)</i>  <i>(CTE Council Rep)</i>          Sarah Fuller <i>(ChairMoot Rep)</i>  <i>(Shared Governance Committee)</i>  <i>(IT Representative)</i></p>	<p><b><u>Absent (non-voting members):</u></b>          Sarah Fuller</p> <p><b><u>Guests:</u></b></p>

Meeting began @ 3:30

*(Note: **Approvals and Action items written in red.**)*

**Unfinished Business:** Updated committee that newly nominated chair had to step down for the AY 2025-26; need to update the webpage by removing chair nominee and adding current members.

**New Business**

1. Information Items:

- The committee discussed their role as advocates for instruction, developing academic policy, and facilitating communication across campus. They reviewed their past activities, outlined their functions, such as coordinating long-range planning, and setting academic priorities.
- VPAA encouraged members to recruit candidates for the four open positions and review previous meeting materials and forms on the committee webpage.



- Reminder that curriculum submissions are due by October 8<sup>th</sup>
  - All members to remind people the importance of using forms when submitting items to Academic Affairs, emphasizing the need for a checklist to keep work organized and develop a historical record and submit 7 business days in advance to the chair.
  - VPAA encouraged in-person attendance for future meetings, noting that while virtual options would be available, the preference is in-person participation.
  - VPAA gained approval for late submissions for exploratory degrees within education pathways.
2. Future Items:
- Nominate a new chair at the next meeting.

The meeting adjourned at 3:51p.

**Next Meeting: Oct, 6<sup>th</sup> 2025 at 3:30 – 4:30, MET 208**