

Academic Affairs Meeting Minutes

Date: 10/06/2025, Monday 3:30p-4:30

Location: MET 208

<p><u>Present (voting members):</u> <i>(Chair)</i> Breah Bollom <i>(VPAA)</i> Annemarie Hamlin <i>(Faculty Senate Rep)</i> Tes Schaeffer <i>(Faculty Rep at Large)</i> Josh Evans <i>(Faculty Transfer)</i> Christopher Hazlett <i>(Faculty Transfer)</i> Fleur Prade <i>(Faculty CTE)</i> Venus Nguyen <i>(Classified Rep)</i> Jen Chance</p>	<p><u>Absent (voting members):</u></p>
<p><u>Present (non-voting members):</u> <i>(Assessment & Curriculum Administrator)</i> Gabrielle Orsi <i>(Committee Specialist)</i> Jennifer Beltis <i>(Faculty Forum Exec)</i> <i>(CTE Council Rep)</i> Venus Nguyen <i>(ChairMoot Rep)</i> Josh Evans</p>	<p><u>Absent (non-voting members):</u> <i>(Dean of Enrollment Management & Registrar)</i> Tyler Hayes</p> <p><u>Guests:</u></p>

Meeting began @ 3:30

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

Unfinished Business:

1. Review Academic Affairs Committee Minutes from 06/09/25 and 09/22/25.
 - Christopher Hazlett moved to approve 9/22 minutes; seconded by Annemarie Hamlin and **Approved.**
 - Annemarie Hamlin moved to approve 6/9/25 minutes; seconded by Josh Evans and **Approved.**

Old Business:

1. Recap from 24-25
 - Intuitional syllabus is now going to be a living document on the website. Will have a date stamp of the most recent revision.
 - Focus Awards Task Force came up with a plan for establishing and revising Focus Awards.
 - Academic Freedom Statement Task Force presented new language for the Academic Freedom Policy. This was approved and it has moved on to College Affairs



- Students with Disability name change to Student Accessibility Services
- Gen AI Task Force- Approved the AI Guidelines that were presented
- Tyler informed us of the Educational Pathways Modern web design
- Approved Arts & Design: Photography/Videography Certificate
- Approved Art & Design: User Experience and Interface Design Certificate - both G&H to help students get into the workforce quicker
User Experience and Interface Design (UX/UI) CC1 – 2 points about this.
 - **Clarification:** This is one certificate; item H on the agenda for Oct. 6th is for designing software- i.e., designing the software so that user experiences are good and the interfaces are good, if that makes sense
 - **Update:** This certificate was not approved in time for COCC to obtain financial aid eligibility for it from the Dept. of Ed. It definitely won't be eligible for financial aid in academic year 2026-27. It does seem to be eligible for VA benefits now though. With the government shutdown, while Financial Aid did submit it on 10/1/25 to the Dept. of Ed's queue for processing, the timeline is murky as recently the Dept. of Ed has been taking longer to process these requests. MPR is being notified that we are ready to add this certificate information to the academic programs page at <https://cocc.edu/programs/art-design/degrees-certificates>
- Approved Behavioral Health and Early Learning Certificate
- Approved Addiction counseling Certificate
- Approved COCC's 1st Bachelor Degree: Bachelor of Science in Nursing.

New Business:

1. Information Items:

- Reviewed open committee positions
- Asked if anyone is hearing anything that may be of interest to our committee?
- Went through the AA charge and practices for new committee member.

2. Action Items: n/a

3. Other Items:

- Gabrielle Orsi - Discussed curriculum committee, LOA committee and meetings concerning data/surveys and to assess – So many questions (Gabrielle)
- Gabrielle Orsi – Brought up course fees. Annemarie explained the campus wide effort to overhaul and improve how course fees work including how it works with the budget year.



- The catalog editing timelines does not align well with timelines shared with curriculum.
 - Annemarie Hamlin will keep AA updated on this
 - Been speaking to A&R; Krista Leaders also met with Assessment & Curriculum recently to provide more background context.
- Annemarie moved for Breah Bollom to officially be Chair for AY 25-26; Fleur Prade seconded and motion **Approved**

4. Future Items:

- Christopher Hazlet mentioned possible issues with GenAI – Venus has some documents to share from the program setting meeting at High Desert ESD about all the changes with AI being used in education and employment.

Annemarie Hamlin moved to adjourn; Josh Evans seconded and **Approved**

The meeting adjourned at 4:30p.

Next Meeting: 10/20/25 at 3:30 – 4:30, MET 208