

**Academic Affairs Meeting Minutes**  
**Date: 10/20/2025, Monday 3:30p-4:30**  
**Location: MET 208**

<p><b><u>Present (voting members):</u></b>  <i>(Chair)</i> <b>Breah Bollom</b>  <i>(VPAA)</i> <b>Annemarie Hamlin</b>  <i>(Faculty Senate Rep)</i> <b>Tes Schaeffer</b>  <i>(Faculty Rep at Large)</i> <b>Josh Evans</b>  <i>(Faculty Transfer)</i> <b>Christopher Hazlett</b>  <i>(Faculty Transfer)</i> <b>Fleur Prade</b>  <i>(Faculty CTE)</i> <b>Venus Nguyen</b>  <i>(Classified Rep)</i> <b>Jen Chance</b></p>	<p><b><u>Absent (voting members):</u></b></p>
<p><b><u>Present (non-voting members):</u></b>  <i>(Dean of Enrollment Management &amp; Registrar)</i> <b>Tyler Hayes</b>  <i>(Faculty Forum Exec)</i> <b>Sara Henson</b> <i>(Present for about 10 min)</i>  <i>(CTE Council Rep)</i> <b>Venus Nguyen</b>  <i>(ChairMoot Rep)</i> <b>Josh Evans</b></p>	<p><b><u>Absent (non-voting members):</u></b>  <b>Gabrielle Orsi</b> <i>(Assessment &amp; Curriculum Administrator)</i>  <b>Jennifer Beltis</b> <i>(Committee Specialist)</i>  <b><u>Guests:</u></b>          Angie Anderson-May          Cathleen Knutson          Krista Leaders</p>

Meeting began @ 3:30  
*(Note: **Approvals and Action items written in red.**)*

**Unfinished Business:**

Review Academic Affairs Committee Minutes from 10/06/2025  
**Christopher Hazlet moved to approve with minor corrections; Josh Evans seconded**  
**Approved**

**Old Business:** n/a

**New Business**

- A. Information Items:
  - a. Course Fee process project – Presenters Cathleen Knutson and Angie Anderson-May (see attached course fee workflow pdf) - The presentation focused on a little back story on course fees, reviewing and restructuring the course fees process to figure out how we can improve the process and why to move it from College Affairs to Academic Affairs, and what the next steps/priorities are for this year.



- i. Angie Anderson-May presented a proposal for a new course fee review and approval workflow (shift oversight from College Affairs Committee to Academic Affairs). This process aims to standardize terminology, ensure transparency, and align fees with academic standards. The team discussed benchmarking against other programs, reviewing current fees, and establishing a clear process for proposing and approving new fees. Next steps include creating tools and templates for review, addressing top priority fees, and implementing a trial run of the process with Academic Affairs in February and March.
- ii. Why move from College Affairs to Academic Affairs? One big reason is alignment with academic oversight and AAC perspective is more appropriate for ensuring that course fees align with our academic standard. College Affairs is more geared towards administrative policy. Another reason is that faculty expertise and departmental representation in this committee will understand the instructional context and discipline-specific needs and will ensure fee proposals are evaluated with informed perspective.
- iii. Hope to implement the annual deadline by AY 27-28
- iv. AY 25-26 have an amended version of the process for the team to trial out some forms and templates as a testing ground. Looking at nursing fees, culinary, science labs, and manufacturing. Cathleen is working on an annual report to test with DE teams and Chairs to evaluate and be adjusted by Thanksgiving. Hoping to submit requests to VPAA and VPFO(CFO) by early February and then submit to College Affairs and have the two readings, presidential sign off and hit the catalog deadline for curriculum.
- v. Questions and some answers were discussed about
  - Inviting ASCOCC students to the AA meeting for representation when discussing course fee matters
  - The team would like to have the course fees listed in the catalog yearly (not yet sure how that going to look yet)
  - Where fees will be allocated (general fund, non-general fund or departments) and are these departments being funded appropriately
  - How many courses have course fees? Over 2,000 so this would help streamline and be more efficient with fees.



- Who determines where this process goes? Going to AAC first to see if the committee would like to take on course fees, then CA.
- b. Discussion/updated accuracy of language and instructions in G-6-3 Academic Affairs Committee (AAC) in the GPM (see attached document)
  - i. Need to approve by 12/15/25
- B. Action Items: n/a
- C. Other Items: n/a
- D. Future Items: n/a

Josh Evans moved to adjourn and Annemarie Hamlin seconded – **Approved** unanimously

The meeting adjourned at 4:30p.

**Next Meeting: 11/03/2025 at 3:30 – 4:30, MET 208**