

**Academic Affairs Meeting Minutes**

**Date: 11/03/2025, Monday 3:30p-4:30**

**Location: MET 208**

<p><b><u>Present (voting members):</u></b>          Breah Bollom (<i>Chair</i>)          Annemarie Hamlin (<i>VPAA</i>)          Tes Schaeffer (<i>Faculty Senate Rep</i>)          Josh Evans (<i>Faculty Rep at Large</i>)          Christopher Hazlett (<i>Faculty Transfer</i>)          Fleur Prade (<i>Faculty Transfer</i>)          Venus Nguyen (<i>Faculty CTE</i>)          Jen Chance (<i>Classified Rep</i>)</p>	<p><b><u>Absent (voting members):</u></b></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>)          Sara Henson (<i>Faculty Forum Exec</i>)          Venus Nguyen (<i>CTE Council Rep</i>)          Josh Evans (<i>ChairMoot Rep</i>)</p>	<p><b><u>Absent (non-voting members):</u></b></p> <p><b><u>Guests:</u></b>          Angie Anderson-May          Krista Leaders          Michael LaLonde          Kristine Roshau          Lily Raff</p>

Meeting began @ 3:30

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

**Unfinished Business:**

1. Review Academic Affairs Committee Minutes from 10/20/25  
**Annemarie moved to approve; Josh Evans seconded – Motion Approved**

**Old Business:** n/a

**New Business**

1. Information Items:
  - A. Proposal for Journalism Focus Award – Lily Raff
    - Lily explained that the idea came from conversations with local newsroom managers who felt COCC could train students for entry-level newsroom positions
    - The award would recognize students who complete a set of journalism and related courses, making them newsroom-ready in one to two years



- and as an opportunity for journalism students to demonstrate their commitment to the field while maintaining flexibility in their majors
- Concerns were raised about the terminology, suggesting "Focus Award" instead of "AAOT Focus Award" to avoid confusion, and noted that if the program gains traction, it could potentially be incorporated into the Career Foundation Certificate
  - Lily confirmed that local news organizations would view the award positively, though she clarified it would not appear on students' transcripts

Tes Schaeffer moved to approve today as a 1<sup>st</sup> reading; Josh Evans seconded – **Motion Approved**

**2. Action Items:**

**A. Vote on Course Fee Approval Process changes proposal** – Angie Anderson-May, Krista Leaders, Michael LaLonde

- Reviewed the timeline for fee changes, noting that static fees (like lab fees) would not be changed mid-year, while inclusive access fees could be adjusted by term
- Angie and Micheal answered several questions from members that expressed concerns about potential inflation of course fees due to the annual review process and the need for a proposal form to justify fee increases. Other members expressed concerns about the bureaucratic process and the need for clear oversight and how the timeline would affect new courses. After many clarifications the committee reached a decision

Fleur Prade motioned for AAC to take over the responsibility of Course Fee Approvals pending CA approval for 1<sup>st</sup> reading; Christopher Hazlet seconded – **Motion Approved**

**B. Vote on the amended G-6-3 Academic Affairs Committee (AAC) in the GPM** (see attached document)

- Discussed the inclusion of tenured faculty, which Annemarie clarified was intended to ensure academic freedom and open discussion of issues.
- Reviewed the wording for "systems," which was broadened to encompass all types of systems, and confirmed that hyperlinks were correctly updated

Christopher Hazlet moved to approve for 1<sup>st</sup> reading with minor corrections; Fleur Prade seconded - **Motion Approved**

3. Other Items: n/a
4. Future Items:
  - A. Review of Syllabus Standards for Credit Classes (G-30-21)
  - B. Review Final Exam Schedule (G-30-11)

**Annemarie moved to adjourn; Christopher Hazlet seconded - Motion Approved**

The meeting adjourned at 4:30p.

**Next Meeting: 11/17/2025 at 3:30 – 4:30, MET 208**