

**Academic Affairs Meeting Minutes**

**Date: 11/17/2025, 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>          Carlene Perry</p>

Meeting began @ 3:30

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

**Unfinished Business:**

- A. Review Academic Affairs Committee Minutes from 11/03/2025  
**Annemarie Hamlin moved to approve; Fleur Prade seconded - Approved**
- B. Venus Nguyen-Curriculum Committee update – Didn't meet last week as it was Veteran's Day. Will meet 11/18/25 and look at pass/no pass and vote then. More information at next AA meeting.

**Old Business:** n/a

**New Business:**

- A. Information Items:
  - Course Challenge exam fee change proposal – Carlene Perry
    - Carlene and the Committee discussed a proposal to shift from full tuition to a flat fee.
    - The committee reviewed changes to the course challenge petition process, including current usage data and discussed timing challenges



during different terms, while also addressing concerns about faculty availability and process steps.

- State updated their credit for prior learning standards in 2024.
- Current COCC practice is to charge full tuition
- Best practices are to charge a flat fee.

**Christopher Hazlett moved to accept fee change; Josh Evans seconded – Motion Approved**

**B. Action Items:**

- **Second Reading for Journalism Focus Award – Lily Raff**

**Tes Schaeffer moved to approve; Venus seconded – Motion Approved**

- **Second Reading of the amended G-6-3 Academic Affairs Committee in the GPM**  
**Fleur Prade moved to approve; Josh Evans seconded – Motion Approved**

C. Other Items: n/a

D. Future Items:

- Second reading of the proposal to change course fees from CA to AA
- Review Syllabus Standards for Credit Classes (G-30-21)
- Review Final Exam Schedule (G-30-11)

**Christopher Hazlett moved to adjourn; Fleur Prade seconded – Motion Approved**

The meeting adjourned at 4:34p.

**Next Meeting: 12/01/2025 at 3:30 – 4:30, MET 208**