

**Academic Affairs Meeting Minutes**

**Date: 12/01/2025, Monday 3:30p-4:30**

**Location: MET 208**

<p><b><u>Voting Members:</u></b>  <i>Chair</i>  <i>VPAA</i>  <i>Faculty Senate Rep</i>  <i>Faculty Rep at Large</i>  <i>Faculty Transfer</i>  <i>Faculty Transfer</i>  <i>Faculty CTE</i>  <i>Classified Rep</i></p>	<p><b><u>Present</u></b>            Breah Bollom            Tes Schaeffer            Josh Evans            Christopher Hazlett            Fleur Prade            Venus Nguyen            Jen Chance</p>	<p><b><u>Absent (voting members):</u></b>            Annemarie Hamlin</p>
<p><b><u>Non-voting members:</u></b>  <i>Dean of Enrollment</i>  <i>Management &amp; Registrar</i>  <i>Assessment &amp; Curriculum</i>  <i>Administrator</i>  <i>Faculty Forum Exec</i>  <i>CTE Council Rep</i>  <i>Chair-Moot Rep</i>  <i>Committee Specialist</i></p>	<p><b><u>Present</u></b>            Tyler Hayes            Gabrielle Orsi            Sara Henson            Venus Nguyen            Josh Evans            Jennifer Beltis</p>	<p><b><u>Absent (non-voting members):</u></b>    <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 12/01/2025  
 Josh Evans moved to approve; Venus Nguyen seconded – **Motion Approved** with minor edits

**Old Business:** n/a

**New Business:**

- A. Information Items: n/a
- B. **Action Items:**
  - **Second reading of the proposed fee change for Course Challenge** – Carlene Perry
    - **Questions answered about the new fee amount and clarification of grades in Course Challenge policy; to be in alignment with catalog, website and GPM.**

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

  - **Review of G-30-11 and G-30-21**

**Christopher Hazlett moved to table review for all committee members to be present;**

**Tes Schaeffer seconded – Motion Approved**

C. Other Items: n/a

D. Future Items:

- Second/Third(?) reading of the proposal to change course fees from CA to AA – possibly in January

**Josh Evan moved to adjourn; Tes Schaeffer seconded – Motion Approved**

The meeting adjourned at 4:33p.

**Next Meeting: 01/05/2026 at 3:30 – 4:30, MET 208**