

Academic Affairs Meeting Minutes

Date: 1/05/2026, Monday 3:30p-4:30

Location: MET 208

<p><u>Voting Members:</u> <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><u>Present</u> Breah Bollom Annemarie Hamlin Tes Schaeffer Josh Evans Christopher Hazlett Fleur Prade Venus Nguyen Jen Chance</p>	<p><u>Absent (voting members):</u></p>
<p><u>Non-voting members:</u> <i>Dean of Enrollment</i> <i>Management & Registrar</i> <i>Assessment & 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><u>Present</u> Tyler Hayes Gabrielle Orsi Sara Henson Venus Nguyen Josh Evans Jennifer Beltis</p>	<p><u>Absent (non-voting members):</u></p> <p><u>Guests:</u> Michael LaLonde Cathleen Knutson Angie Anderson-May Krista Leaders Cindy Lenhart Julie Downing Kristine Roshau</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; Jen Chance seconded – **Motion Approved**

Old Business: n/a

New Business

- A. Information Items: n/a

B. **Action Items:**

- Second reading of the proposal to change course fee approval process to AA from CA
 - Discussion around an annual process and appeals process for possible emergency fee changes after the annual process approvals

Christopher Hazlett moved to approve with conditions by CA; Joshua Evans seconded – **Motion Approved**

- Review Syllabus Standards for Credit Classes (G-30-21)

Joshua Evans moved to approve; Venus Nguyen seconds – **Motion Approved**



- Review Final Exam Schedule (G-30-11)

Christopher Hazlett moved to approve; Annemarie Hamlin seconds – **Motion Approved**

C. Other Items: n/a

D. Future Items: n/a

Joshua Evans moved to adjourn; Breah Bollom seconds – **Motion Approved**

The meeting adjourned at 4:37p.

Next Meeting: 02/02/2026 at 3:30 – 4:30, MET 208