



Academic Affairs Committee Minutes

Tuesday, January 26, 2:00-4:00 pm, SC213

Attendees: S. Courchesne, M. Cross, D. Felisberto, A. Fishbone, K. Holmes, C. Knoepfler, H. Mores, D. Naudzun, J. Ronsivalli, C. Rowse, S. Wares, P. Willett, H. Wilson, G. Young

Guest: P. Demers

Recorder: J. Bailey

1. Review of minutes from 12/8 meeting – accepted with two abstentions
2. **Community Health Worker A.S. degree** – has already been approved by the committee but Pat Demers told the committee that the site reviewers wanted courses re-sequenced as follows: BIO220 to be taken in semester 4 and MAT125 to be taken in semester 3 – which is in closer proximity to Environmental Health class. The committee voted to approve these changes
CHW190, Community Health Worker practicum has made a slight change in this previously approved proposal. CPR certification has been added to the requirements. The committee voted to approve this change.
3. Review guidelines course proposal & program proposal
 - The course & program proposal guidelines have been updated. These will be posted on the website and a link to them will be included in the headings of the course & program proposal forms
 - Course inactivation guidelines will need to be developed.
4. Review draft Minor Program Revision/Program Publication Update form
 - The simplified course proposal form is nearly ready to go on the website.

Adjourned 4:00 pm.

Cc: W. Heineman, S. Shain,