



Academic Affairs Committee Minutes

Tuesday, Sept. 11, 2018, SC203, PDR

Attendees: L. Bass, S. Courchesne, L. Fagan, D. Felisberto, C. Knoepfler, H. Mores, S. Munoz, D. Naudzunas, J. Ronsivalli, H. von Strunck, P. Willett, G. Young

Guests: A. Fleckenstein, E. Mendonca

Recorder: J. Bailey

1. Review of minutes April 10, 2018 - accepted
2. Proposals for initial review – Andreas Fleckenstein, 2:10 pm

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1819-001			Culinary Arts Certificate	Fall 2019	Fall 2019	Program revision	A. Fleckenstein	Original program was modeled after York CC program and used as a placeholder. Program has been revised to provide a seamless transition from Whittier and to Northshore CC. Co and Pre requisites have been added, as well as a new internship course. Certificate has been increased by 2 credits.
1819-002		CLN101	Intro to Culinary Arts	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved
1819-003		CLN102	Applied Culinary Techniques-Culinary Foundations, Planning and Meal Prep	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved
1819-004		CLN103	Food Safety and Sanitation	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved
1819-005		CLN104	Menu Management and Facilities Design	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved

Proposal	Type	Course #	Course/Program Name	Implement	Acpt Implem	Explanation	Proposer	status
1819-006		CLN201	Advanced Baking: Artisanal Breads, Pastry and Patisserie	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved
1819-007		CLN202	Advanced Culinary Classic World Cuisine and Garde Manger	Fall 2019	Fall 2019	Revision of course	A. Fleckenstein	approved
1819-008		CLN250	Culinary Internship	Fall 2019	Fall 2019	New Course	A. Fleckenstein	approved

3. Committee Membership – Pat Willett welcomed new members: Linda Fagan, Hilmar Von Strunck, and Solanyi Munoz. Pat also stated that there is an AFSCME

Vacancy on the committee.

4. Directed Study Policy – informational, Grace Young

Grace reported that the directed study policy has been updated to increase the maximum students to seven. Additionally, the registration process for a directed

Study course must be completed no later than one week after the college’s drop-add period. Exceptions to this policy must be approved by academic deans and the Vice President of Academic & Student Affairs. This policy has received MACER approval. The Special Topics verbiage will be removed from the policy as Special Topics courses are no longer being offered.

5. Smart Catalog update and training plan

Pat reported that the course proposal forms are nearly complete. Three separate forms will now be used: Course Inactivation, New Course, and Revised Course.

Completing the forms is now easier as only the fields that pertain to that particular type of proposal need to be filled in.

The 9/25 committee meeting will be held in computer lab B303 for training on the use of the new SC_Curr forms. Pat said that the Program Proposal form will be developed next, with the hope of using the course form in Spring 2019 and the program forms in Fall 2019.

Meeting adjourned 3:35 pm.

CC: S. Shain, F. Gilkey, W. Heineman, Al Fleckenstein, K. Sullivan