



Academic Affairs Committee Minutes

Tuesday September 15, 2020 via Zoom

Attendees: L. Bass, M. Carles, S. Courchesne, L. Fagan, D. Felisberto, T. Greene, K. Kortz, E. Mendonca, L. Mondt, H. Mores, S. Munoz, D. Naudzunus, M. Sunday, H. von Strunck, S. Wares, Chair, P. Willett

Guests: Brian MacKenna-Rice and Kelly Sullivan

1. Welcome Back

2. Committee Membership – Mike Cross and Mary Farrell have left the college. Welcome new members Tom Greene for Liberal Arts and Laura Mondt for Professional Staff. The committee currently has no representation from Business and Professional Studies. Recruitments are welcome!

3. Curriculum Dashboard Training – Ellen Mendonca – Basic training on navigating the Curriculum Dashboard was provided by Ellen for the committee. Pat pointed out the help documents and FAQ’s under “Documentation” on the Forms and Documentation tab.

4. Update on Program Proposal Forms – Ellen explained that we are very close to having the program revision proposal available in the Dashboard. A test program is currently in the Dashboard, 2021-002. The New Program and Program Inactivation forms will follow. Pat extended many thanks to Ellen for all her work with Smart Catalog and the Curriculum Dashboard.

5. Proposals for Review in Dashboard:

Proposal Number	Term	Meta Major	Department	Type	Name	Submitter	
1920-039	Spring 2021	STEM	Natural Science	Revise Course	PHS 131 Engineering Physics I	Paul Chanley	Tabled*
1920-040	Spring 2021	STEM	Natural Science	Revise Course	PHS 132 Engineering Physics II	Paul Chanley	Tabled*
1920-041	Spring 2021	STEM	Natural Science	Revise Course	PHS 111 College Physics I	Paul Chanley	Tabled*
2021-001	Spring 2021	Professional Studies	Human Services	New Course	HUS 193 Peer Recovery Specialist Practicum	Brian MacKenna-Rice	Approved
2021-002	Fall 2021	Health		Revise Program	Public Health, Associate in Science	Jacqueline Dick	Tabled**

*Invite Paul Chanley to the next meeting to discuss with the committee

**Committee to review proposal via Dashboard to provide feedback (about the proposal and the form itself), at our next meeting

6. Program proposal for Review (Paper version)

1920-012	Spring 2021	Professional Studies	Human Services	New Program	Peer Recovery Specialist Certificate	Brian MacKenna-Rice	Approved
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7. Next meeting, September 29, 2020, 2:00 – 4:00pm via Zoom

CC: S. Shain, W. Heineman