

Form: \_\_\_\_\_

Status:



# Central Christian College of Kansas

COLLEGE COUNCIL

Date: \_\_\_\_\_

Title of the Policy/Action: \_\_\_\_\_

Department Making Request: \_\_\_\_\_

Proposal: \_\_\_\_\_

Reasoning: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

## Actions

## Date of Action

- **Overseeing Affairs Committee Approval:** \_\_\_\_\_
- **College Council**
  - **Affirmation:** \_\_\_\_\_
  - **Confer:** \_\_\_\_\_
  - **Recommendation:** \_\_\_\_\_
- **Presidential Response**
  - **Approve:** \_\_\_\_\_
  - **Refer:** \_\_\_\_\_
  - **Decline:** \_\_\_\_\_
- **Board of Trustees**
  - **Sent for Affirmation:** \_\_\_\_\_
  - **Date Affirmed:** \_\_\_\_\_

## Minutes Attached Below.

Comments:

Pages 2-3 are AAAC Minutes requesting feedback on the two charts.

Pages 4-5 are comments provided by AAAC.

# Academic Affairs and Assessment Committee

## March 28, 2023 – Minutes

The regular meeting of the Academic Affairs and Assessment Committee meeting was held on March 28, 2023 at 3:00pm in RBC 1128, with Dr. Lara Vanderhoof chairing.

### Members Present

Michele August, Enrique Barreiro, Michelle Barreiro, Caleb Koerperich, Lara Vanderhoof

### Members Absent

Michael Craig, Brett Janssen

### Handouts

1. 2023-3-28 AAAC Agenda.pdf
2. 2023-3-28 AAAC Read Ahead.pdf
3. Approval Chart FHB.pdf
4. Approval Chart GM.pdf

Dr. Lara Vanderhoof called the meeting to order and opened with prayer.

### Consent Agenda

- I. Approval of Agenda
  - a. Caleb Koerperich added Approval Chart Comparison
- II. 2023-2-28 AAAC Minutes

**Motion** to approve the Consent Agenda with the additional agenda item. Seconded. No discussion. Vote: **approved unanimously**.

### Old Business

- I. Quadrennial Review – Business
  - a. Comments received except for Lara Vanderhoof and Brett Janssen. Will collect their comments and send the final document to the committee for digital approval.
  - b. Michelle Barreiro and Mike Craig section was commented on by Barreiro only, until Craig is recovered from procedure.
  - c. Comment from Michelle Barreiro: it has been very helpful to review these so that I know how to write one.
- II. Policy – Administrative Drop (Updated)
  - a. Added 25%/14-day rule from catalog based on feedback from the February 28 meeting.
    - i. Amended the policy to include only the 25% rule (no 14-day rule).
  - b. Decided to give athletics a heads up about this new policy when it is enacted.
  - c. **Motion** to approve the policy with the adjusted 25% rule. Seconded.
    - i. Discussion: it is the intention of the author to exclude national athletic competitions from this policy. If this language is not part of the catalog already, add it to this policy.
    - ii. Discussion: will certain sports be punished for having more weekly games? Not necessarily; faculty will need to know that this policy *allows* for administrative drops; it does not *require* them. Faculty will need to use discretion concerning excused absences versus unexcused absences when employing this policy.
  - d. **Vote: approved unanimously**.
- III. A03 – Study Abroad (Discussion)
  - a. In Spain, they will pay American students to be in practicum/internship positions. They want English speakers in their businesses. Spanish missionary families would be hosts.

- b. Admissions finds that students are asking about study abroad opportunities.
- c. Students will not be required to attend chapel while studying abroad.
- d. This would be a full semester. It is not for a specific course – however it is set up through advisors.
  - i. Summers are also an option. All out of pocket though, not covered by Financial Aid.
- e. Students would still have to fill their course load to get to 12 hours. Zoom into classes or some other arrangement.
- f. Assessment plan mentions a field supervisor. This is the international supervisor in the field of study (bank manager, cooperating teacher, head pastor, etc.).
- g. Process: Student talks with advisor > advisor talks with international opportunities > student fills out regular internship process > Registrar gets internship form > advisor works with student and international business to create agreement > approval through CAO?
  - i. The application process would need to take place during the prior semester.
- h. Suggestion to add the possibility of an “International” designation to existing internship/practicum course descriptions, instead of creating entire new courses.
- i. Dr. Vanderhoof will work on this to add more details as discussed in this meeting.

## New Business

### I. Waiver – A. Travis

- a. Student requests to waive GS-SM 499 Senior Portfolio. She wants to graduate early (SU-23) because of military deployment. She will not be around in FA-23 for Senior Portfolio. Currently in Prof. Portfolio. Will have enough credits to graduate without Senior Portfolio.
- b. **Motion** to approve the request. Seconded. **Vote: approved unanimously.**

### II. Degree Name Changes

- a. GEC has been looking into restructuring the naming convention of CCKC’s degrees and majors in order to comply with HLC requirements. Currently, CCKC categorizes many majors as entire degrees, increasing the number of official degrees offered by CCKC. These need to be reorganized into four degrees (AA, BA, BS, and MS) with majors appropriately categorized within.
- b. AAAC received a list of degrees that need to be renamed, but needs to receive an official recommendation and map of how the degrees need to be renamed. Caleb Koerperich will follow up with GEC to get this information. When the information is collected, AAAC will review and vote electronically.
- c. Question: How will this impact marketing? It will not. This was a holdover from Global Health, who thought that we had to rename all degrees to include majors so that we could market them.

### III. Approval Charts

- a. Need to reconcile the approval chart from the Faculty Handbook and the one from the Governance Manual.
- b. Caleb Koerperich will make these into a shared Word document for comments. Comments due Tuesday April 4. Will send results to College Council.
- c. Need definition of terms.
- d. Need to link A0 forms to Gov. Manual.

## Adjournment

The meeting was adjourned at 3:53pm.

*Minutes recorded by Caleb Koerperich*

## GOVERNANCE MANUAL

The following table specifically addresses curricular and academic concerns that predominately flow from the Faculty Senate.

	Department or Division	Faculty	CAA*	College Council	President	Board
<b>Curriculum</b>						
Change Course Title	Decide	Affirm	Affirm	Notify	No Action	No Action
Change Course Description	Decide	Affirm	Affirm	Notify	No Action	No Action
Alter Course Hours	Recommend	Approve	Affirm	Notify	No Action	No Action
Change Program Title	Recommend	Approve	Affirm	Endorse/Append	No Action	No Action
Change Course Level	Recommend	Approve	Affirm	No Action	No Action	No Action
New or Altered Policy (Institutional)	Recommend	Approve	Affirm	Endorse/Append	Affirm	No Action
Modify Requirement/Prerequisite	Recommend	Approve	Affirm	Notify	No Action	No Action
New Course	Recommend	Approve	Affirm	No Action	No Action	No Action
Drop Course	Recommend	Approve	Affirm	No Action	No Action	No Action
New Degree	Recommend	Approve	Affirm	Endorse/Append	Affirm	Affirm
New Major	Recommend	Approve	Affirm	Endorse/Append	Affirm	Affirm
Drop Degree	Recommend	Approve	Affirm	Endorse/Append	Affirm	Affirm
Drop Major	Recommend	Approve	Affirm	Endorse/Append	Affirm	Affirm
New Minor	Recommend	Approve	Affirm	Notify	No Action	No Action
Drop Minor	Recommend	Approve	Affirm	Notify	No Action	No Action
Add Emphasis/Concentration	Recommend	Approve	Affirm	Notify	Notify	No Action
Drop Emphasis/Concentration	Recommend	Approve	Affirm	Notify	Notify	No Action
Pilot Course	Recommend	Approve	Affirm	No Action	No Action	No Action
<b>Programmatic</b>						
Programmatic Admission	Decide	Approve	Affirm	Endorse/Append	Affirm	No Action
Graduation Requirements	Recommend	Decide	Affirm	Endorse/Append	Affirm	No Action
Academic Calendar**	Recommend	Decide	Affirm	Endorse/Append	Affirm	No Action
Course Scheduling	Recommend	REGISTRAR	No Action	No Action	Notify	No Action
Credentialing Policy	Recommend	Decide	Affirm	No Action	Affirm	No Action
Credentialing (Sign-off)	Decide	No Action	Affirm	No Action	No Action	No Action

\*Chief Academic Affairs Officer

\*\*The Faculty Senate decides on the length of the calendar as it relates to weeks and days of attendance (what defines a term). In turn the Registrar and Chief Academic Officer align these lengths with the School of Professional and Distance Education and the School of Graduate Studies, finally recommending a acceptable academic calendar to College Council, who consider recommendations for start and end dates, holidays and breaks, and other possible considerations.

**Commented [CPK1]:** Terminology/actions in the "Board" column is not consistent between the two documents. I don't know which is correct.

**Commented [CPK2]:** Terminology/actions are not consistent in the College Council columns. I don't know which is correct.

**Commented [CPK3]:** Whatever is decided as a draft since this is going to be implemented in the faculty handbook is needs to go to the faculty senate for approval/affirmation

**Commented [CPK4]:** I like the breakdown of this form and as long as we understand what the terms mean, I recommend faculty manual adopt this one with the modifications we recommend

**Commented [CPK5]:** should AAAC have a column like in the faculty manual as their role is usually different than the faculty as a whole? Add the A0 form required

**Commented [CPK6]:** define Decide, Affirm, Endorse, and Approve so we can tell what this really means

**Commented [CPK7]:** What does this mean? The Registrar has final say on scheduling of classes?

**Commented [CPK8]:** what does this mean? Credentialing Policy and Sign off?

## FACULTY HANDBOOK

Table 1.1<sup>1</sup>

Academic Proposal Resource Chart: Illustrating the level of permissions needed to process academic business, and the corresponding documentation needed to process the request. A notification is an official report of official action taken by an approving body based on the submission of an A0 1-6 report. Any approving body can move any A0 1-6 report designated by "notify" to the agenda for discussion.

Type of Change	Form	Dept.	AAAC <sup>2</sup>	Approving Body			
				Faculty Senate	Chief Academic Officer	College Council	Board
Change Course Title	A01	Vote	Notify	Notify	Approve	No Action	No Action
Change Course Description	A01	Vote	Notify	Notify	Approve	No Action	No Action
Alter Course Hours	A01	Vote	Vote	Notify	Approve	No Action	No Action
Change Program Title	A01	Vote	Vote	Notify	Approve	No Action	No Action
Change Course Level	A04	Vote	Vote	Notify	Approve	No Action	No Action
New or Altered Policy (Institutional)	A01	Vote	Vote	Notify	Approve	No Action	No Action
Modify Requirement/Prerequisite	A04	Vote	Notify	Notify	Approve	No Action	No Action
New Course	A03	Vote	Vote	Notify	Approve	No Action	No Action
Drop Course	A05	Vote	Vote	Notify	Approve	No Action	No Action
New Degree	A02	Vote	Vote	Vote	Approve	Approve	Approve
New Major	A02	Vote	Vote	Vote	Approve	Approve	Notify
Drop Degree	A05	Vote	Vote	Vote	Approve	Approve	Approve
Drop Major	A05	Vote	Vote	Vote	Approve	Approve	Notify
New Minor	A02	Vote	Vote	Vote	Approve	No Action	No Action
Drop Minor	A05	Vote	Notify	Notify	Approve	No Action	No Action
Add Emphasis/Concentration	A02	Vote	Vote	Vote	Approve	Notify	Notify
Drop Emphasis/Concentration	A05	Vote	Vote	Notify	Approve	Notify	Notify
Pilot Course	A06	Vote	Notify	Notify	Approve	No Action	No Action

### 1.1.1 Forms related to Academic Development

- Form A01: Request for Administrative Approval
- Form A02: Proposal for New Program
- Form A03: Proposal for New Course
- Form A04: Proposal for a Change in an Existing Program
- Form A05: Proposal to Eliminate Program, Course(s), or Requirement
- Form A06: Petition to Pilot Course

<sup>1</sup> Approved by the Board of Trustees, March 2015.

<sup>2</sup> All modifications that affect the General Education curriculum will be submitted for approval by the General Education Committee (GEC) before AAAC.