

ACADEMIC AFFAIRS COMMITTEE

*The Board of Trustees **Academic Affairs Committee** meeting of Columbia-Greene Community College was held on **Monday, August 21, 2023, in Room 614 at 3:30 p.m.***

Committee Members Present: Bruce Bohnsack, Doreen Davis, Carlee Drummer, Kelly Konsul, Chair; Maryanne Lee, Peter O’Hara, and Ned Schneier

Other Trustees Present:

Committee Members Excused: N/A

Others Present: Carlee Drummer, President; Casey O’Brien, Dean of Academic Affairs; and Mary Garafalo, Secretary to the Board of Trustees

1. Call to order, 3:30 p.m.

2. Role of the Committee

Dean O’Brien reviewed with the committee the roles and purposes of this committee: To provide a forum of more in-depth discussion of the College’s academic programs; To provide a more structured framework to the curriculum development process; To provide an opportunity for board members to review conclusions drawn from annual assessments of the major; To support the Board in meeting their fiduciary responsibilities by keeping them informed of the overall financial picture as it pertains to the delivery of academic programs; To foster community support for the College’s curriculum as well as strengthen the promotion and implementation of new academic programs.

3. What do Trustees Hope to Learn?

The trustees will understand the review process for courses and programs and how it gets to the board for approval.

4. Program Development and Program Review Process

The process of a new course or program comes from the faculty member, which is the first step of many for the approval process. The faculty members would bring their idea to division for discussion. The next step is the Academic Assessment Committee to review for any concerns. Upon getting approval from the Academic Assessment Committee, it is brought to the Academic Dean. The Academic Dean would either approve or disapprove before it would be brought to the Curriculum Committee. Upon approval of the Curriculum Committee, it is then given to Faculty Council before the final approval is brought to the College President. The many departments and committees in which a course needs to be with can make this process sometimes either quick or lengthy.

Every program needs to be reviewed every 5 years. The process of doing the Assessment of the Major goes into writing many reports for the program. This documentation is then presented to an external reviewer who will read this report and visit our campus for this assessment. The Academic Dean will write a report upon the reviewer's visit and report for any improvements or additions needed to be made to a program.

5. Future Meetings (November, January, March & May)

6. Adjournment: 4:00 p.m.

Motion: Mr. Bohnsack; **Seconded:** Ms. Davis

Vote: Yes – 7; No – 0; Abstention(s) - 0