

## **ACADEMIC AFFAIRS COMMITTEE**

**April 9, 2009**

### **Minutes**

**Present:** Paul Matney, Jerry Moller, Bob Austin, Diane Brice, Toni Gray, Judy Jackman, Duane Lintner, Danita McAnally, Courtney Milleson, Carol Moore, Terry Moore, Ed Nolte, Jason Norman, Jim Powell

**Absent:** LaVon Barrett, David Hernandez, Shawna Lopez, Jack Stanley, Carol Summers

### **Alternative Methods for Receiving Academic Credit**

The current method and costs for awarding credit by alternative methods (departmental, exam, licensure, etc) are not consistent and had not been reviewed for many years. Brice, Stanley, Nolte, Gray and Mueller formed an ad hoc committee to review current processes and recommend changes in both the forms and the fees.

The ad hoc committee completed their evaluation and presented the following recommendations:

- Form – “Petition for Academic Credit Earned Through Licensure” – \$5.00 per credit hour
- Form – “Petition for Alternative Academic Credit” – \$25 per credit hour

Brice also distributed a copy of the information to be updated in the 2009-2010 catalog.

Norman moved, seconded by T. Moore to update the process, forms, fees and catalog description for alternative methods for receiving academic credit. The motion carried.

### **SACS COC Substantive Change**

Background – The Amarillo College SACS COC team has been working on 3 SACS COC projects this year. The Hereford Campus visit occurred during Summer 2008; the Fifth Year Report was submitted in October 2008. At this time Amarillo College is working on SACS COC Substantive Change for Distance Learning and has a report due by April 15, 2009. The report addresses distance education and availability of program completion online or via any distance learning option(s). We are addressing the items now because we are more educated and aware of the expectations than ever before even though we won't have a review until 2012.

We need to develop a “technology supported reporting solution” to identify substantive changes internally and to notify SACS COC of the changes. McAnally and her staff have developed a process to avoid future late substantive changes and presented it to the President's Cabinet, the Academic Affairs Committee and will present it to the Board of Regents. The information will be submitted to SACS COC by the April 15, 2009 deadline.

The role of the Academic Affairs Committee must include addressing SACS COC requirements. New Academic Affairs Committee submission forms were developed during the 2008-09 academic year and are posted on AC website. Additional forms will be developed and made available online to address all required SACS COC information. The Committee will remain a clearinghouse and a quality control entity for all instructional activities.

SACS COC is concerned with overall program completion (semester hours and contact hours) and not with specific course requirements for a program. A Task Force needs to be created to develop processes to increase awareness of potential SACS COC substantive changes.

Powell moved, seconded by Jackman to support the proposed process and create a Task Force to inform faculty, departments and divisions of SACS COC requirements which will ensure timely reports of changes to SACS COC. The motion carried.