

Educational Affairs Committee

Approved Minutes

April 17th, 2024

3:00 pm

MTC 107 or Zoom

Voting Members Present: Matthew Schmeer (chair), Nick Mancini (vice chair), Barry Bailey, Sarah Boyle, Tonia Hughes, Sasha Gluhovsky, Haley Vellinga, Ashley Rader, Jacob Kier, Whitney Bandel, Maureen Fitzpatrick, Susan Brown, Joe Wies, Casey Buchanan, Dan Mueller, Kitzeln Siebert, Justin Dunham, Michelle Clark, and Doug Patterson

Absent Voting Members: Mary Berg, Charlie Randazzo, and Steve Bennett

Resource Members: Gurbhushan Singh, Shelia Maupin Valerie Dorsey, Kris Perales, Audrey Cooper, and Anne Rubbeck

(1) Call to Order

The meeting was called to order by Matthew Schmeer at 3:01 PM.

(2) Roll Call

Nick Mancini collected the roll.

(3) Agenda Agreement (consent item)

Matthew noted that the ad hoc committee for AI will be added to the the list of subcommittee and liaison assignment reports.

(4) Meeting Minutes Draft from March 20th, 2024

The meeting minutes were approved by consent.

(5) Curriculum

Computing Sciences and Information Technology

Information Technology & Computer Support Specialist

Andrew Lutz & Dave Lingerfelt

Course Edit

- IT 119: CompTIA A+ Core 1
 - Course Prefix and Number change from: ELEC 186: CompTIA A+ Core 1

Program Edits

- 2330-AAS: Information Technology - Networking
- 2060-AAS: Computer Support Specialist
- 6610-CERT : Computer Support Specialist A+ Certificate
- 6620-CERT : Computer Support Specialist Networking+/Security+ Certificate

Andrew Lutz and Dave Lingerfelt were present to represent the course change from ELEC 186: CompTIA A+ Core 1 to IT 119: CompTIA A+ Core 1, and the program chain reactions to adopt the new version of the course. Andrew explained that the course was originally facilitated out of the Electronics department while the next course in the series is offered by the Information Technology department. The change will allow both courses, which are part of a state program alignment, to be offered from the same department. The Electronics department is aware of the change and has approved the change in workflow.

Doug Patterson motioned to approve the course change from ELEC 186 to IT 119 and subsequent program edits. Whitney Bandel seconded the motion and the motion passed.

(6) Subcommittee and Liaison Assignments and Updates

- Cultural Diversity/General Education

- General Education Criteria - Draft
- Motion to Amend General Education Criteria

Ashley Radar presented the motion to edit the general education criteria caveat restricting cross-listed courses from the application process. The change allows for some courses to be designated general education and cross-listed only if the prefixes for the course both exist in the same general education bucket/category.

Nick Mancini seconded the motion and the motion passed.

- Procedures

- Motion to amend Syllabus Template Document
- Motion to amend Bylaws

Doug Patterson represented the motions to amend the syllabus template and the committee bylaws. The committee will vote on both motions at the May 1st meeting. The changes to the syllabus template include moving URLs to the end of the document, removing a link, changing “Academic Dishonesty” to “Academic Integrity”, and GAI statement.

The updates to the bylaws include updated formatting, minor grammar corrections, subcommittee structure updates, and division alternate language clarification.

- AI Ad Hoc Committee

Whitney Bandel noted the group is working on archiving and organizing documents. Barry Bailey is working with the Center for Teaching and Learning (CTL) for an official handoff of files.

- ABC

Matthew discussed the topics covered at the last ABC meeting which included their election and committee reports.

- OLAC

Susan Brown stated OLAC met and discussed the new Canvas interface, digital proctoring, and the online course quality review process.

- Faculty Association

Justin Dunham reported on the last FA meeting which included discussions about shared governance statement and negotiations. The FA is looking for volunteers for setup and cleanup for the party on May 17th.

(7) Election

- Vice Chair
 - Doug Patterson
Doug Patterson was approved for the vice chair position for the 2025-26 Academic Year.
- Chair
 - Matthew Schmeer
Matthew Schmeer was approved for the chair position for the 2025-26 Academic Year.

(8) Announcements and Updates

- Committee Membership Reminder
Contact vdorsey@jccc.edu with division election results.

(9) Adjournment

Doug Paterson motioned to adjourn the meeting and Haley Vellinga seconded the motion. The meeting concluded at 3:43 PM.

**Curriculum updates are effective Academic Year 2025-2026 Catalog which covers Summer 2025, Fall 2025, and Spring 2026 terms unless otherwise noted.*