

# CAAC Minutes: 2023-03-21

## Attendees:

Paul Allen, David Jaroszewski, Vicki Hart, Karen Guthmiller, Roshele Friudenberg, Ed Korzetz, Richard Tunstall, Dometrius Hill, John Elliott, Samantha Johnson, Scott Bennett, Jamie Holloway, Alexia Ramirez, Curtis White, Regina Barrera, Nicole Tunmire and Wally Collins.

## I. Approval of Minutes

### 1. February 2023 Minutes

John Elliott made motion; Richard Tunstall seconded. Motion passes unanimously.

Karen Guthmiller made motion to approve the minutes for November 15, 2022; John Elliott seconded.

Motion passes unanimously.

## II. Officer Reports

CAAC Chair: Joe Ganakos

Not in attendance.

CAAC Vice-Chair: Samantha Johnson

Nothing to share.

## III. Informational Items - Administration

### 1. Provost/SACS Liaison: Douglas Walcerz

Not in attendance.

### 2. AVP of Academic Affairs: Dometrius Hill

SACS is coming quickly, in the process of getting ready. Make sure all faculty contact information is up to date. This includes emergency contacts, phone numbers, email addresses etc. Also, make sure faculty credentials are up to date and uploaded as well.

### 3. AVP of Student Affairs: Scott Bennett

Registration for Summer and Fall 2023 begins April 11th.

### 4. Registrar: Carl Husband

Nothing to share.

### 5. Director of Counseling: Sarah Tidwell

Not in attendance

### 6. Academic Honesty Committee: Paul Arrigo

Not in attendance.

Karen Guthmiller shared that there are things that are being shared via email and once together and more structural they will be brought to CAAC.

Karen relayed a request from Laura Lane-Worley to pause the meeting until she arrives. Laura has information that pertains to the Old Business to share.

Karen proposes that there is some sort of CAAC training for new representatives.

Maybe during the summer, some ideas maybe to have a check list and procedures to go by while creating a request.

Curtis White suggests a checklist and definitions and a sequence for processes on Sharepoint. Also, an example of a meeting and what the minutes should consist of.

#### **IV. Old Business**

##### 1. Davoud Khoini

Change/Update Degree or Certificate Plan: Electrical Technology Cert. 1 (1795)

Roshele Friudenberg made motion to consider; Wally Collins seconded. Motion passes unanimously.

Walley Collins made motion to approve; John Elliott seconded. Motion passes unanimously.

Richard Tunstall withdrew (1795)

Karen Guthmiller made motion to withdraw (1795); Curtis White seconded. Motion passes unanimously.

Roshele Friudenberg made motion to Table (1795); Curtis White seconded. Motion passes unanimously.

##### 2. Change/Update Degree or Certificate Plan: Electrical Technology AAS (1815)

Walley Collins made motion to consider; Roshele Friudenberg seconded. Motion passes unanimously.

Walley Collins made motion to Table; John Elliott seconded. Motion passes unanimously.

##### 3. Replace Course: TECM 1349 to TECM 1341 (1818)

Walley Collins made motion to consider; Roshele Friudenberg seconded.

Ed Korzetz made motion to Table all requests (1818; 1819; 1820; and 1834); Curtis White seconded.

Ed Korzetz suggests for all requests to go back to the division and have the conversations to clear up what needs to be addressed. Obtain all the necessary documentation needed for support documentation.

Motion passes unanimously.

##### 4. Change/Update Degree or Certificate Plan: Instrumentation Technology AAS (1819)

##### 5. Change/Update Degree or Certificate Plan: Instrumentation Technology Cert. 1 (1820)

##### 6. Change/Update Course Requisite: TECM 1349 (1834)

#### **V. Informational Items – New Business**

#### **VI. New Business**

##### 1. Davoud Khoini

New Course: INTC 2350 (1835)

John Elliott made motion to consider (1835 and 1837) together; Roshele Friudenberg seconded.

Motion passes unanimously.

No supporting documentation.

John Elliott made motion to Table; Regina Barrera seconded. Motion passes unanimously.

2. Change/Update Semester Credit Hours: ELPT 2305 (1837)

Tabled with above

3. Change/Update Course Requisite: TECM 1341 (1833)

Curtis White made motion to Table; Roshele Friudenberg seconded. Motion passes unanimously.

**Email Emergency Request:**

2. Steven Saunders

i. Replace Course: ITDF 1400 (1836)

[SEE ATTACHED EMAIL \(PDF\)](#)

**VII. Open Forum**

Nicole Tunmire suggests to have a “Guest” position to the CAAC Agenda under Informational Items or adding a position for “Pathways”. She asked that Pathways have a spot to be part of the conversations.

Note: ( ) indicates the number of the item in the Curriculum Maintenance System.