

*The mission of Mohave Community College is to be a learning-centered institution, serving all constituencies, inspiring excellence through innovation and empowering students to succeed.*

**Date: October 2, 2020**

**Location: Virtual – Via Zoom**

Required Members: Associate Deans, Chief Academic Officer (Chair), Co-curricular Reviewer, Course Package Presenters, Director of Curriculum & Assessment, Lead Faculty, Program Directors, Recorder

Present: Julie Napier (Recorder), Stephen Eaton (chair), Mitzi Esgro, Candace Hofstadter (co-chair), Gerald Gridiron, Dennis LeForce, Tonya Jackson, Robert Kuzma, Rich Crabb, Andra Goldberg, Anthony Hollow, Ann King, Beau Rogers, Michael McKenzie, Cole Stewart, Don Weide, Erik Wilbur, Eric Osborn, Eric Pope, Erik Jones, Jason Gee, Heather Pyeatt, Jacob Crawford, Joe Ketchum, John Hansen, June Weiss, Kris Long, Lisa Downey, Lori Howell, Lucinda Leugers, Matthew Wienke, Mike Rozinski, Morgan Wilson, Natalie Gebicke, Peter Burgess, Stephanie Dieringer, Tracy Gift

Absent: Jennifer Woolston, Charles Bump, Russell Cox, Kamrin Dooley, John Kitts, Paul Haberstroh, Michelle Diaz, Katie Pennington, Eva Nyutu, Mariam Yesayan, Susan Eaton, Farah Farah, Cesar Fuentes, Trever Holland, Fay Cover, Liz Briere, Ana Masterson, Amita Engineer, Katie White, Laurel Clifford, Jeannine Klein, Tara Dagnes, Sierra Stewart, Tricia Hanks

1. Stephen Eaton called the meeting to order at 12:30 pm.
2. Announcements
  - a. Please send attendance from each campus to [jnapier@mohave.edu](mailto:jnapier@mohave.edu)
  - b. Please keep Outlook calendars up to date for ease of scheduling appointments
  - c. **Standard Language for course packages, program maps, guided pathways, etc.**
    - **CLO – Course Learning Outcome (replaces course goals)**
    - **PLO – Program Learning Outcome (replaces program goals)**
    - **Program Outcome Map (replaces Program Map)**
    - **Program Course Pathway (replaces Guided Pathway)**
3. Important dates
  - a. [2020-21 Academic Calendar](#)
  - b. 07 Oct 2020 45th Day
  - c. 09 Oct 2020 Last Day for Withdrawal (1st 8 week)
  - d. 16 Oct 2020 Classes End (1st 8 week)
  - e. 19 Oct 2020 Classes Begin (2nd 8 week)
  - f. 19 Oct 2020 Grades Due (1st 8 week)
  - g. Tue 27 Oct 2020 Withdrawal Period Begins (2nd 8 week)

4. Review and approve September 4, 2020 minutes
  - a. **Accepted as presented.**
  
5. Items for attention
  - a. **Policy for 10-year credit expiration**
    - i. **Discussion** – Stephen Eaton stated there has been concern raised that the policy is too restricted or, in some cases, not restrictive enough.
    - ii. **Recommendations** – Kris Long suggested that the decision be left to program directors since A&P taken many years ago may still be relevant if the student has been actively been using that knowledge. Tonya Baxley believes that it would be better to leave it to the program directors’ discretion on a student-by-student basis. Morgan Wilson stated that the student can transfer the courses in a PLA path if the course is too old for direct transfer. (Kris Long pointed out that PLA has a fee per credit.) Anthony Hollow stated that CA requires students to take an exam if they have been out of school for 5+ years in order to bypass a course. Jason Gee is concerned that if we turn it over to the departments, it will put the policy requirement on the department. Student services would have to send students to the department every time creating a larger workload for the departments. Jacob Crawford pointed out that while the content may not change, the pedagogy does change over time. Jason Gee suggested setting the 10-year limit with an option for the student to appeal for departmental review. June Weiss agrees that there should be a limit with option to appeal. Dennis LeForce stated that having the student should have the opportunity to “lay cards on the table” because a student would benefit from having a program expert review for program content compatibility.
    - iii. **Tabled, Mitzi Esgro will form a small taskforce to create language which will be presented at the November CASAA meeting.**
  - b. **Continuous Enrollment**
    - i. **Discussion** – Tricia Hanks could not attend and asked that the topic be pushed to November.
    - ii. **Recommendations** – None currently.
    - iii. **Tabled until November CASAA meeting.**
  - c. **Multiple uses at an IP address**
    - i. **Discussion** – Stephen Eaton stated there has been concern that multiple household members using the same IP address to take the same classes could lead to cheating. Jason Gee stated that instances of dishonesty need to be looked at as individual events. The use of the same IP address cannot be the sole piece of evidence of dishonesty. He suggested advising students to be extra cautious when sharing an IP address for multiple students to complete course work. Stephanie Dieringer pointed out that the Student Honor Code states that students sharing an IP address need to enroll in different sections of a course and if they cannot, they need to notify the instructor in advance. Jacob Crawford pointed out that it is not just the IP address, but the question of who the user actually is, and he provided the example of a parent using Zoom under a student’s name to make contact for assistance.
    - ii. **Recommendations** – Stephen Eaton asked Stephanie Dieringer to email him the Student Honor Code policy so that he can discuss that with Don Weide. Stephanie pointed out that Don is not the only one supervising online.
    - iii. **Approved, move forward through committee structure**
  - d. **Curriculum Actions** – No items for October
  
6. Meeting adjourned at 1:26 pm.