

Academic Affairs Council

MINUTES

JANUARY 20, 2012

9:00-12:41 PM

COCOA 12-205

MEETING CALLED BY	Laura Dunn
TYPE OF MEETING	
FACILITATOR	Laura Dunn
NOTE TAKER	Karen MacArthur
TIMEKEEPER	
ATTENDEES	Tony Akers, John Armstrong, Stephanie Burnette, Victoria Candelora, Salli DiBartolo, Laura Dunn, Laura Earle, Deborah Eaton, Karen Eisenhauer, William Fletcher, Karen MacArthur, Christine McMurtrie, Linda Parrish, Amy Rieger, Jill Simser, Lynn Spencer, Elmira Yakutova-Lorentz

Agenda topics

[**TIME ALLOTTED**] APPROVAL OF DECEMBER MINUTES LAURA DUNN

DISCUSSION	The minutes of the December 9, 2011 meeting must be changed in the New Business section to say that changes to the handbook must also go to administration. Salli DiBartolo motioned to approve the minutes with this change. Lynn Spencer seconded. Motion passed.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

[**TIME ALLOTTED**] OLD BUSINESS LAURA DUNN

DISCUSSION	<p><u>MH Campus</u> – Mike Junior, the McGraw Hill representative that gave the AAC a presentation in 2011, was delayed due to medical reasons in establishing a BCC account. Betsy Wetzel is now working on the project again and work on allowing an institutional account is progressing.</p> <p><u>SLS mandatory for Prep students</u> – Stephanie Burnette reported that she has been unable to meet with the provosts regarding this. This work is moving forward slowly.</p> <p><u>Curriculum coordinators</u> – Judi Schatte emailed Laura Dunn that the Curriculum Coordinator Committee will meet February 1, 2012 and will be sending the survey previously created.</p> <p><u>Student opinion surveys</u> – Last semester there were difficulties with these surveys because faculty didn't know when they would be available. This semester the AAC has asked for these dates in advance. A college-wide email will be sent shortly so that faculty may select dates for availability. When available, the online system may default to evaluate all systems; individual faculty members must select the sections they want evaluated.</p> <p>Department chairs may use the system to review surveys done of adjuncts but should not be able to see surveys done of full-time faculty.</p> <p><u>Elections for new AAC representatives</u> – Some clusters had elections at Welcome Back. Changes include: Diane Walton will replace Laura Earle for Health Sciences, Anne Kenner will be the representative and Julie Derrick the alternate for Business/Legal/Office Technology/Culinary Arts, Barbara Kennedy will replace Marina Baratian as the alternate for Social/Behavioral Science, Ray Roberts and Holly McKnight will become the representative and alternate for Education/Child Development/PE.</p> <p>Campus representatives must contact their provosts for member-at-large elections on each campus.</p>
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The AAC needs a spreadsheet of when members joined so that we may prepare for turnovers in membership when terms expire. Karen MacArthur will create a spreadsheet of members and the dates they began serving on the committee. The committee would like the list of members to be available on the AAC website.

AAC website – Some members provided feedback for the proposed changes to the AAC website. Laura Dunn is going to meet Annette Clifford directly after the AAC meeting to discuss the AAC’s recommendations. Much of the information on the faculty site is outdated. The AAC reviewed the ACE website and discussed the content.

Logins were required in different sections of the site. This multiple login problem has occurred before; Linda Parrish will mention it at the ETS meeting and see if they can have it fixed.

The committee reviewed the AAC mission statement from the handbook and created a mission statement for the AAC website.

The comments for content from committee members since the December 9, 2011 meeting were:
AAC handbook – widget
Contact us – widget
AAC meetings – calendar & minutes
Subcommittees – calendar, minutes, purpose statements
Curriculum forms & instructions (WIDS)
Curriculum resources
Cluster chair and AAC representative lists (hot links)
Datastor link
Link to T&PD calendar and/or page
Link to assessment LOR

Tony Akers commented that we don’t want information buried under numerous links. Stephanie Burnette said that a statewide recommendation states that information shouldn’t be under more than three links.

Jill Simser asked about cluster meeting minutes being available on the page. Karen Eisenhauer suggested creating a space for clusters to add content as they think best. There was some discussion as to how much information we want on the page available to anyone who wants it. Should there be a password protecting information?

Jill Simser went to the software training for employees who will be helping to update and maintain the web pages. The software is called OmniUpdate and will replace Contribute. Amy Rieger asked if someone updating the AAC’s web page should be an officer position within the committee because it will be time consuming. Would there be a stipend?

The AAC currently has no funds and cannot offer a stipend.

Academic Affairs structure – The letter from the AAC to Dr. Richey regarding a Vice President of Academic Affairs was received by Dr. Richey. The new college president will be announced Monday, January 23, 2012 and a statement regarding a Vice President of Academic Affairs position should follow soon. The college’s priority has been to fill the President position.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact provosts regarding member-at-large elections	Tony Akers, Warren Jones, DeAnn Bohm, Elmira Yakutova-Lorentz	January 31, 2012
Create membership spreadsheet	Karen MacArthur	February 16, 2012

[TIME ALLOTTED]

NEW BUSINESS

LAURA DUNN

DISCUSSION

Grade reporting issues – Dr. Dietrich and Dr. Simpson asked Stephanie Burnette to share what happened in the fall semester regarding grade submission. 46 sections and 483 students were missing their grades at the end of the fall term. This has serious consequences for students because it can affect their eligibility for financial aid and ability to register for courses with a prerequisite (such as math, foreign language, Prep students, etc.). This also affects enrollment numbers and upsets the students. Drs. Dietrich and Simpson would like the AAC’s opinion as to how to address this problem.

Every semester the issue of grade reporting is an issue but this fall term was worse than usual. Tony Akers said at other colleges where he had worked adjuncts were required to sign a contract that

specifically addressed reporting grades. Adjuncts at BCC don't sign contracts. Another suggestion was department chairs running reports to see which grades haven't been submitted in addition to the email reminders to faculty as to due dates.

Tony Akers suggested some delays in submitting grades may come from sections that have finals or final projects due the Thursday of finals week that take longer to grade.

Stephanie Burnette offered to go to the different campuses to offer training to departments in how to submit grades.

Suggestions offered were:

Computer support on all campuses for Banner

Pop-up feature that offers online help

Additional paychecks for adjuncts that attend orientation and submit final paychecks

Confirmation email sent when grades are submitted

Changing the due date to the Tuesday after finals instead of Monday

The AAC would like to make the recommendation that orientation be made mandatory for adjuncts.

Faculty handbook – Tony Akers, Phil Simpson, Linda Miedema, and Ray Roberts met to form an ad hoc committee for addressing the faculty handbook. Much of it is out of date. Ray Roberts has been working on updating the Palm Bay adjunct handbook.

Tony Akers has been working on a department chair handbook as well.

These documents will go to the Provosts' council for review and to the AAC for review. By next meeting in February Tony Akers will have some drafts prepared to present to the committee.

The wording of the handbook must be changed so that department chairs aren't seen as supervising full-time faculty by reviewing their syllabi. The wording needs to reflect that provosts are clearly responsible for reviewing syllabi.

ADPA – Notices for volunteers to serve on ADPA committees will go out soon. The college may be able to fund it this year and would be paid in the fall.

Faculty who teach in more than one discipline – At Welcome Back one of the disciplines had faculty that attended different meetings and were unable to vote on issues discussed on that day. Three faculty members are known to have been affected by this.

Can these issues be decided by voting through email or must the issues be decided at the meetings? Tony Akers is modifying section 8 of the AAC handbook to address cluster voting issues. The committee discussed how many sections a faculty member must teach in a discipline in order to be able to vote on an issue. Are cluster chairs putting agendas in email before meetings so that everyone knows what to expect at cluster meetings?

The Education discipline voted not to offer a group of education courses over the summer. However, not all faculty members who teach these courses were present to vote. The administration of the college was not fully involved in the decision either.

The decision was made to attempt to fix this issue with the provost first before the AAC will take further action.

Schedule for the semester:

February 17 – Melbourne

March 16 – Cocoa

April 13 – Melbourne

May 4 – Cocoa

Karen MacArthur will book the room at Cocoa for the semester.

Election of AAC Chair and Vice-Chair for 2012 – The AAC needs to have elections soon because the fall semester schedule is due soon and the Chair of the committee is eligible for release time. Anyone wishing to run for Chair needs to email Tony Akers. Anyone wishing to run for Vice-Chair needs to email Laura Dunn. A list of members intending to run will be compiled and the election will be held at the next AAC meeting.

Laura Dunn will send an email of names that were submitted for Vice-Chair to AAC members.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Book room 12-205 for the next three Cocoa AAC meetings	Karen MacArthur	1/31/2012
Email Tony Akers or Laura Dunn if intending to run for officer position	Interested members	Prior to next meeting
Send list of members running for officer positions	Laura Dunn	Prior to next meeting

[TIME ALLOTTED] OTHER LAURA DUNN

DISCUSSION	<p>In addition to the minutes of the meetings, an action item list will be helpful. The action item list will be separate from the minutes.</p> <p>The committee would also like to have a list of committee recommendations compiled.</p> <p>Someone asked about Phil Simpson's ad hoc committee recommendations regarding hybrid courses. Tony Akers said he believed it would meet one more time.</p> <p>Bill Fletcher said he had concerns about maintaining consistency when the membership of the AAC and TPD committees is changing due to terms expiring.</p>
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CONCLUSIONS	
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create an action item list	Karen MacArthur	Prior to next meeting
Create a list of AAC recommendations	Karen MacArthur	Prior to next meeting
Ask Dr. Simpson in re status of ad hoc committee regarding hybrids	Tony Akers	Prior to next meeting

[TIME ALLOTTED] SUB-COMMITTEE REPORTS VARIOUS

DISCUSSION	<p><u>CDC</u> – Laura Earle explained the changes made to the Early Childhood Development courses. Linda Parrish motioned to approve the changes. Elmira Yakutova-Lorentz seconded. Motion passed.</p> <p>There will be 21 course packets at the next CDC meeting. Laura Earle asked that members inform their clusters that not every programs needs to be changed this semester.</p> <p>The WIDS white paper from Jayne Gorham is available. The WIDS to Web subscription is expensive but offers many improvements. It can create a matrix of core abilities and program outcomes. They would like to see it implemented by June 2012. Salli DiBartolo motioned to approve the recommendation that the college purchase this subscription. John Armstrong seconded. Motion passed.</p> <p><u>ETAS</u> – This committee will meet February 26.</p> <p><u>LMS</u> – This committee took a trip to see Canvas in action. They will send out surveys soon regarding the features faculty believe are important.</p> <p><u>Diversity</u> – This committee should be meeting next week.</p> <p><u>Learning Resources</u> – The next meeting will be February 3.</p> <p><u>Assessment</u> – This committee will meet February 10 and will address pilot projects with communications and history courses. Laura Dunn, Amy Rieger, and Mike Williams are participating in the history assessment project.</p> <p>Karen Eisenhower has old paperwork from a Prep Task Force to share if that will help the assessment projects.</p>
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Tony Akers said that Phil Simpson has always assisted the faculty and the AAC with academic needs although he has not been the official Chief Learning Officer of the college. He would like the AAC to officially offer some statement of appreciation to Dr. Simpson. Bill Fletcher mentioned that the AAC has no budget to purchase anything, pay for printing, pay for travel costs, etc.

CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send curriculum process email to Laura Dunn	Laura Earle	Prior to next meeting
Send the QEP purpose statement to the AAC	Laura Dunn	Prior to next meeting

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	The next meeting will be February 17 in Melbourne.