Academic Affairs Council

MINUTES

MEETING CALLED BY	Laura Dunn
TYPE OF MEETING	
FACILITATOR	Laura Dunn
NOTE TAKER	Karen MacArthur
TIMEKEEPER	Karen MacArthur
ATTENDEES	Tony Akers, John Armstrong, CJ Baker-Schverak, Robin Boggs (guest), David Bradford, Stephanie Burnette (guest), Sue Campbell, Victoria Candelora, Kelvin Coles (guest), Julie Derrick, Salli DiBartolo, Deborah Eaton, Karen Eisenhauer, Nancy Eshenroder (guest) William Fletcher, Barbara Kennedy, Chuck Kise, Karen MacArthur, Christine McMurtrie, Jill Simser, Phil Simpson (guest), Lynn Spencer, Padma Vemuri, Joe Wakim, Cher Woolley (guest), Elmira Yakutova-Lorentz

Agenda topics

9:05-9:29	OPENING/APPROVAL OF MINUTES	LAURA DUNN

DISCUSSION	Approval of minutes: A statement from the January 20, 2012 meeting minutes is unclear. Under the subject 'Faculty who teach in more than one discipline', the statement "The decision was made to attempt to fix this issue with the provost first before the AAC will take further action" was discussed. Are faculty supposed to approach a cluster chair first if an issue arises? If a cluster chair is unresponsive, should faculty go to the provost? Members of various clusters may report to different provosts. Some faculty do not attend cluster meetings; some faculty don't know the schedule of cluster meetings outside their own cluster. The cluster chairs do not necessarily know of everyone teaching in the various disciplines. Faculty members must make themselves known to cluster chairs in order to be invited to meetings. David Bradford motioned for the minutes to be approved contingent on the above statement being struck from the January 20, 2012 minutes. Sue Campbell seconded. Motion passed. Action item list: The action item list from last month's meeting was helpful in ensuring assigned tasks were completed. From now on the council would like to have an action item list created for each meeting.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send an email to faculty regarding faculty members letting cluster chairs know of interest in attending meetings	Laura Dunn	
Send an email to cluster chairs letting them know to allow input from faculty who are cross-disciplined	Laura Dunn	

9:30-12:00	OLD BUSINESS	VARIOUS

DISCUSSION	E-texts for proctored exams: The learning labs and testing centers are having difficulties with students who need to access their notes or etexts on their personal devices.. Kelvin Coles, Nancy Eshenroder, and Robin Boggs were present to explain the problems and answer any questions the council had. The ETAS committee has been addressing the problem of etexts but felt it was an academic issue, not just a technology issue. E-Brevard requires at least one proctored exam per student in each course. The bookstores offer many etextbooks with different versions and with different supplements available. Students can download them to a desktop, phone, ipad, etc. and the instructor has no control over the students' choices. The students download the materials, many times with the option of only one time, at the beginning of the semester to a device of their choice and may not be aware of the implications for testing on campus.

When faculty schedule a proctored exam, they complete a checklist of what aids students may use when taking their exams, i.e. textbook, etexts, notes, etc.

Kelvin Coles said at the Cocoa campus they proctor 1-18 students at a time and have difficulty controlling the environment when they cannot see all the screens of the personal devices students use. Through NetOps the learning lab employees can see college computer screens. They are busy seating students, dealing with password issues, verifying what is allowed for particular tests, and observing the testing area and don't have the time or ability to detect cheating as well under these circumstances when students are using personal devices. Also, the learning labs have no control over the content on personal devices. They cannot verify if a student has information on their personal devices that isn't allowed to be present for testing.

Personal devices also create a disruptive atmosphere during testing. Students are looking for power outlets, some of the devices make noise when starting up, students are unzipping cases to access their devices, and some of the devices are taking more desk space than others. Proctors patrolling the area to look at the screens of personal devices are also a distraction.

If the learning labs are to monitor the testing more closely they will have to schedule fewer students testing at a time and this will impact the students' ability to fulfill the requirement.

Daytona, Seminole, Valencia, Polk, and the College of Central Florida have already disallowed the use of personal devices in testing centers. Kelvin Coles has already submitted a report to the provost on the effect of etexts and personal devices in the testing learning lab. Kelvin Coles and the learning labs are looking for support in a developing a plan to deter cheating, collegewide guidelines for what is allowed in testing centers, alternatives to textbooks, ebook platforms, etc.

The learning labs have been unable to contact the publishers of etextbooks regarding this because they don't know what is allowed for a particular test until it is scheduled. They cannot proactively ask for help from publishers until they know in advance what is allowed.

Robin Boggs suggested faculty using the learning labs may have to re-examine the tests they send to the labs. The faculty may need help in developing smart open-book tests.

Students should know before they purchase etextbooks if the books will be allowed in testing. They can create notes, highlighting, underlining, etc. in etextbooks that may not be allowed in a proctored exam. Exams with the instructions "open book/closed notes" are troublesome with etextbooks because the notes are in the textbook.

Lynn Spencer motioned that ETAS could draft a guideline for a policy statement regarding etextbooks for the AAC to consider for collegewide adoption. David Bradford seconded. Motion passed. ETAS will meet February 23 and will have a draft of the guideline in time for the March 16 AAC meeting.

MHCampus: The nugget is now in ANGEL or in classrooms. All faculty should look through the MHCampus materials to see if there is anything useful to their courses.

Joe Wakim said he had looked at the material from the student login and it looked identical to the instructor view. Students should not be able to look through test banks. All AAC members should test to see if they can look through instructor materials if they log in as a student.

Alteration of section 8.01 of AAC Procedures Handbook: This section addresses instructors who teach in more than one discipline. The statement was revised to: "Each curriculum cluster is a standing committee of the Academic Affairs Council, or AAC (per section 6.16 of the 2009-2012 Collective Bargaining Agreement). All full-time faculty members are members of a curriculum cluster, and as such, work together to promote academic excellence. The curriculum cluster is the forum in which full-time faculty within a given discipline or group of disciplines review academic matters and make recommendations to the AAC. Instructors who routinely teach in a cluster to which they are not assigned may participate in that cluster's review/revision of a course or courses. " Victoria Candelora motioned to approve the alterations. John Armstrong seconded. Motion passed. The revisions must be sent to the UFF-Brevard President for final approval.

SLS Mandatory for Prep students testing into all three Prep courses: Phil Simpson said financial aid is still problematic. Some waivers have been created for situations such as sections being full or unavailable. A course tailored to AS students may be necessary as the needs of AA and AS students differ. Making an elective mandatory for AS students is difficult because of the number of classes AS students are required to take.

The provosts discussed this last week at a meeting. A pilot will be necessary before trying to apply this policy to all students who test into Prep courses. The question arose as to whether the pilot should be of a small group of students over time or of all the students eligible for one semester. Sometimes students have to wait a semester as an AA student until they're accepted into their program of choice.

Designating students as AA for a semester for financial aid reasons has retention implications later. Students working towards career programs tend to drop out if they are not taking courses related to their program. The advisors will need training if these policies are put into place.

Karen Eisenhauer, Cathy Lally, Stephanie Burnette, Kathy Patria, and Bill Fletcher will create an implementation plan for a pilot and will report this plan at the next AAC meeting in March.

<u>Hybrid committee</u>: The committee decided on formal recommendations. Phil Simpson will send a copy of the recommendations to the AAC. There has been much confusion over the 50/50 recommendation. Does it mean 50% per week are face to face, or 50% of the semester? It is difficult to schedule classrooms because of the differences in schedules. Faculty need to know the definitions of traditional, technology enhanced, hybrid blend, and distance learning in order to help with scheduling. Classroom utilization is an important state measure. If classrooms are considered under-utilized, the state may cut PECO funding. All AAC members need to review the hybrid course survey and recommendations and send comments to Phil Simpson by March 2.

<u>Curriculum coordinators</u>: A survey was sent to existing curriculum coordinators. Phil Simpson will send a copy of this to Laura Dunn. In developing the survey, they looked at what was done prior to the 2009-2012 Collective Bargaining Agreement. Human Resources gave a non-instructional supplement form and could only identify three curriculum coordinators that had been paid (Meer Almeer, Jim Yount, and ==didn't get the name==). People are doing the work of a curriculum coordinator but have not been defined as such. There are more program coordinators than there are curriculum coordinators. The survey started with people assigned to these roles. Later the survey will be sent to everyone with revisions. Eventually the survey will go to UFF-Brevard for use in bargaining.

<u>Academic Affairs structure</u>: The letter of congratulations hasn't yet been sent. Tony Akers will write a letter on behalf of AAC. John Armstrong motioned to approve the draft Tony had written. Elmira Yakutova-Lorentz seconded. Motion passed.

<u>Election of AAC Chair and Vice-Chair for fall 2012</u>: No one applied for either position. Many on the council wanted the stability of Laura Dunn and Tony Akers staying on as chair and vice-chair since the college now has a new administration. Laura Dunn and Tony Akers are both willing to stay on in their officer positions. Bill Fletcher motioned to say the AAC greatly appreciates their efforts. Salli DiBartolo seconded. Motion passed. David Bradford motioned for both Laura Dunn and Tony Akers to keep their positions by acclamation. Salli DiBartolo seconded. Motion passed.

<u>Faculty handbook</u>: Dr. Phil Simpson chaired an ad hoc committee for the faculty, adjunct, and department chair handbooks. Tony Akers has drafts of all three. Tony Akers will place them in ANGEL and the AAC LOR for all to review before the next meeting. When the AAC is done reviewing the handbooks, they will go to the provosts' council. Salli DiBartolo will update the list of permissions so that all AAC members will have access to ANGEL and the AAC LOR.

<u>ADPA</u>: Everyone should have seen emails notifying the faculty of this. Deadlines to apply are in mid-March.

<u>Faculty who teach in more than one discipline</u>: This was covered in the approval of minutes at the beginning of the meeting.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Tell ETAS to create a policy statement for etextbooks & bring statement to next meeting	Chuck Kise	March 16
Send email to all faculty in re availability of MHCampus	Laura Dunn	
Log in to MHCampus as student to see if test bank answers are available	All AAC members	
Notify UFF-Brevard of changes to AAC Handbook for final approval	Karen MacArthur	done
Create a pilot for AA students testing into all three prep courses	Stephanie Burnette, Karen Eisenhauer, Cathy Lally, Kathy Patria, and Bill Fletcher	March 16

Send a copy of recommendations for courses from Hybrid Committee to AAC	Phil Simpson	February 20
Review hybrid course survey and recommendations and send comments to Phil Simpson within 2 weeks	All AAC members	March 2
Send copy of curriculum coordinator survey to Laura Dunn	Phil Simpson	
Place drafts of Faculty, Adjunct, and Department Chair handbooks on ANGEL and AAC LOR	Tony Akers	
Review drafts of Faculty, Adjunct, and Department Chair handbooks before next AAC meeting	All AAC members	March 16
Update list of permissions to allow all AAC members to access AAC ANGEL and AAC LOR	Salli DiBartolo	

12:01-1:05	NEW BUSINESS	VARIOUS

DISCUSSION	<u>AAC Membership list</u>: Members of the AAC stated their terms of office if they hadn't done so already.
	
	<u>Baccalaureate programs</u>: Phil Simpson went to a workshop regarding this and heard the discussion of the pitfalls the other community colleges in the state have encountered as they began offering baccalaureate degrees. 21 of the 28 community colleges in Florida now offer at least one baccalaureate program. There are 135 programs being offered across the state. BCC is still looking at offering a 4 year program. The non-duplication within a region guideline applies to both public and private institutions. UCF is in our region so we shouldn't duplicate their offerings. Also, the college must demonstrate there is a demand for the program.
	
	Phil Simpson didn't know the status of the needs assessment while at the meeting. Surveys have been sent out but that isn't equal in value to a needs assessment. Nothing specific has been proposed for a 4 year program. The college cannot create 3000 level courses unless they're part of a baccalaureate degree. There are foreign language requirements for a 4 year degree program that the college must address.
	
	<u>Update on Registrar issues</u>: Stephanie Burnette said because of financial aid paying vocational program students by clock hours for 450 hours, instructors must enter attended hours. Financial aid may not be paid until a student reaches 450 hours and this is impacting some of our students.
	
	There are new schedule coordinators on most of the campuses. If someone attaches CWOS (Course with online supplement) to a section in Banner, that is how it appears in the schedule. Tony Akers said this is a breeding ground for student appeals if some courses are designated as CWOS and others are not. Stephanie Burnette demonstrated that in the class schedule there is a statement about computers in the classroom. ["Basic computer skills are recommended for all programs of study, and you should be prepared to use technology in any course you take." And "Courses with Online Supplement: Any instructor may choose to use technology to supplement his or her course, so you should be aware that computer proficiency, as well as computer or Internet access, could be a requirement in any class. If you do not think your computer skills are sufficient, you should talk with an advisor to determine the best way to improve your skills. BCC offers several courses that can help you become successful in the digital age and provides computer and Internet resources in the libraries and open labs."] Students are complaining about the technical components of courses. There have been some discrepancies in lab fees. Nursing students have special software yet Math Excel software is not subject to lab fees. The AAC felt the blanket statement in the class schedule should cover the subject of CWOS classes. Stephanie Burnette will find out if there are implications for sections that don't have CWOS designation.
	
	<u>Curriculum packets</u>: There were several curriculum packets that were approved by the Curriculum Development Committee (CDC) and the AAC members were asked to review before Friday's meeting so a vote could be taken. Salli DiBartolo and Julie Derrick reported they hadn't completed the packet review. Lynn Spencer motioned that the AAC should approve all curriculum packets contingent upon reviews and minor edits. Barbara Kennedy seconded the motion. Motion passed. The list of courses approved are:
	
	       Aerospace Technologies Program: ETIC 1855, ETIC 2411, ETMC 2318
	
	       Automotive Services Program: AERC 0299, AERC 0692, AERC 0797, AERC 0891, AERC 0892
	
	       Interior Design Program: INDC 1010, INDC 1015, INDC 1020, IND 1100 , IND 1423, INDC 1429, IND 1930, INDC 1935, INDC 2016, INDC 2019, IND 2130, IND 2150, INDC 2432, INDC 2460, IND 2420, IND 2931, IND 2941, INDC 2500

	Intermediate Algebra: MAT 1033
	American Sign Language 1: ASL 1140

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Determine level of importance in reporting CWOS status for courses	Stephanie Burnette	
Email Laura Dunn if there are problems with course packets that haven't been reviewed as of February 17	AAC members that hadn't finished packet review	

1:06-1:07   SUB-COMMITTEE REPORTS   VARIOUS

DISCUSSION	<u>Diversity</u>: David Simmons sent a statement from the Diversity Committee: "We have received and are reviewing SOW 2054 & SOW 2054H. We expect REL 2300 and AMH 2010 very soon. We intend to have these approved for the next cycle of CDS meetings." <u>LRC</u> – Jill Simser reported that the college libraries will soon be using ereaders. <u>LMS</u>: Salli DiBartolo said they are ready to send a survey link into ANGEL.

CONCLUSIONS	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	