

Academic Affairs Council

MINUTES

JANUARY 6, 2017 9:00AM –1:00PM

MELBOURNE BUILDING 2 ROOM
211

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Robin Boggs
ATTENDEES	Meer Almeer, John Armstrong, Robin Boggs, Stephanie Burnette, Belynda Cain, Roland Chambers, Frank Christopian, Kim Coluccio; Marianne D’Altilio, Connie Dearmin, Salli DiBartolo, Laura Earle, Holly Erler, William Fletcher, Jimmy Gamez, Ilana Grimes, Deana Handfield, Walt Hazelton, Robert Lamb, Ashley Olund, Beverly Payne, Cindy Puckett, Matt Remer, Michelle Richard, Rahna Schiff, David Shedrow, Joanna White, Elmira Yakutova-Lorentz

Agenda topics

[TIME ALLOTTED] APPROVAL OF MINUTES/ANNOUNCEMENTS SCOTT HERBER

DISCUSSION	<p>Motion made to December Minutes; Second; Approved.</p> <p>Announcements: 10:08-10:31: Change in the status of New Faculty Mentoring Program—Directly under Dr. Miedema. Katina Gothard will be in later and present copies. Due to FM Orientation, Katina Gothard arrived @ 10:08 AM. She provided a handout of the Program Guidebook for Pathway to Tenure. Katina Gothard announced that the Committee is currently directly under Dr. Miedema who approved the guidebook. As a bit of historical background for AAC, the FMSS asked to expand to a five year program because of state stature/contract. Year 1 faculty are - assigned mentors and go to meetings; their orientation is now a working meeting where mentors help their new mentees develop goals for the annual evaluations. Since the newly assigned mentors are usually present with their mentees, the orientation is a good working meeting.</p> <p>Year 2 will include the AAC recommendation of committee visitation activity for new hires so they can learn about college. Currently, there are 3 primary committees (AAC, TPDC, and CDC) required. Dr. Miedema recommended additional committees. Year 2 also has a required cohort meeting focusing on tenure timeline as well as a Portfolio Workshop. Katina Gothard announced that Y2 faculty will hopefully have the services of Tenure coach (potential positions will be available) The purpose of the tenure coach is to examine portfolios and provide feedback.</p> <p>Year 3- not required activities but to keep checking with mentors—perhaps new</p>
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	<p>mentors</p> <p>Year 4- Faculty meet with tenure coach in the spring to do one more look through the portfolio to ensure that the portfolios meet the minimum requirements.</p> <p>Year 5 has no required activity. .</p> <p>AAC members were referred to page 4 of handout to see the correlation with tenure requirements</p> <p>FMSS requests AAC approval. Please look at descriptions and provide feedback. If any AAC members think of other things that should be altered in the handbook, let FMSS know for the next review of their handbook for next year.</p> <p>Holly Erler asked why FMSS is directly under administration supervision. The committee will be returned to faculty at a later time, but in the meantime, there needed to be an approval process.</p> <p>Katina Gothard announced that eventually, all of the materials will be under the CTE on the web.</p> <p>Cindy Puckett began a discussion was held about having a culture change at the college to where instructors could observe each other's class to get exchange of ideas and teaching strategies. Katina Gothard will take the suggestion back to the committee.</p> <p>Triad system for new faculty who didn't have others in disciplinary.</p>				
ACTION ITEMS	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">PERSON RESPONSIBLE</th> <th style="width: 50%;">DEADLINE</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">CURRICULUM REVIEW</td> <td style="text-align: center;">LAURA EARLE</td> </tr> </tbody> </table>	PERSON RESPONSIBLE	DEADLINE	CURRICULUM REVIEW	LAURA EARLE
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CURRICULUM REVIEW	LAURA EARLE				

DISCUSSION	None
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	COMMITTEE ANNOUNCEMENTS	SCOTT HERBER
DISCUSSION	<ul style="list-style-type: none"> a. CDC Ron Vanderveer is the new chair of CDC. His office is next door to Scott. b. ETAC January 26 is next meeting c. Assessment—waiting in limbo about AAC concern regarding the funding issue (chair stipend) brought up in the December meeting. Laura Earle has not heard anything from the administration d. Diversity-No Updates 	

	<p>e. LMS- No Updates</p> <p>f. Library-Yesterday at Cluster Meeting, concerns were expressed that the committee under AAC may be redundant. Library cluster knows best. Three motions been approved. Cluster will bring academic issues directly to AAC.</p> <p>Scott Herber feels this committee should have an ad hoc status. During the discussion regarding the Library Committee, Robert Lamb stated that he likes the committee. Other AAC members express that the Library committee (ACC) should not be dissolved. Laura Earle stated that the this Committee to remain because the faculty needs to know issues regarding the library. Scott feels the library has functions. AAC. Bill Fletcher asked how AAC would communicate with the library committee; response - through Representative. Suggestion was made to keep Membership roster and go to ad hoc. Since things are going more digital, there may be risk, so members need to be “seen” as vital. Karen McAArthur is reportedly frustrated because she sets a “Meet Me” number and many committee members don’t call in or don’t show up. If not effective, why have it? Robert Lamb is currently on committee and feels it’s useful. Non-librarians need a seat at the table. Faculty from different areas of the college provide different perspectives. An ad hoc status would allow the committee to meet as needed. Scott Herber called for a motion to deny the request, but the notion never formally approved. Scott Herber called for a motion; motion made but there was no second; the request was automatically denied.</p>
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Updates if available and Old Business

[TIME ALLOTTED]

SCOTT HERBER

DISCUSSION	AAC Handbook Update and Possible Approval--- Scott Herber		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Email handbook with all corrections	AAC Members	Prior to next meeting	

[TIME ALLOTTED]

NEW BUSINESS/OPEN BUSINESS

[PRESENTER]

DISCUSSION	<p>Department Chair Handbook—AAC members will need to review</p> <p>Lab Coordinator Guidebook-The handbook is currently being reviewed; Bill Fletcher</p>		
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mentioned that the College was audited by EPA. The result was that the college was fined for violations, so other areas in the college need to see the guidebook for informational purposes. Bill Farmer is supposed to be meeting with technical programs. Environmental Engineer/Chemical Engineer (Industrial Hygienist) is needed because of the hazardous waste produced by certain aspects of the college. Since repeated fines have a cumulative impact as well as retroactive fines, running specific programs and not having individuals registered in that area is problematic. Currently, EFSC has no one experience in bio-hazard. Other requirements are that the college needs to have someone who can provide 24-7 response time.

Connie Dearmin asked "What do we need to do"? One suggestion was to re-vote on last years' resolution. Bill Farmer is not trained in biohazard. Perhaps a friendly reminder for a 30 minute response in case of emergencies. Should college contract with a firm that provides this type of service? . Bill Fletcher worried that he is out of compliance because OSHA changes.

In addition to OCHA, there are other agencies who have environmental oversight. For example, a mention about the potential for lawsuits for environments-respiratory. Perhaps the college should consult on outside consultants. There may be some delicate dilemmas. (Examples provided). Laura Earle expressed a concern about a request being ignored 2 years. This brings up questions about faculty liability. Bill Fletcher gave examples of problems but had no response to questions.

Motion to re-introduce the request for Industrial Hygienist. Before motion can be made, AAC needs more specific information. Scott Herber/Laura Earle will request a meeting with Dr. Miedema. UFF has been dealing with it because of safety and work condition. Meer Almeer gave another example about chemical cabinet in PB

Faculty wide email should be sent to gather information on hazardous issues/problems. Problems with disposal.

Citations

Art (Joanna White) hood don't work—fumes from pants.

Laura Earle – will attempt to get information directly from faculty. Within 30 days, faculty feedback will assist in the preparation of a package to be given to the administration.

Suggestion made to include lab coordinators- Laura send email to Department chairs and ask to share with coordinators.

Adjunct Handbook-Almost done.

Cluster Chair Guidebook-Andrew Lieb working on it.

Scott- Looking at 5 handbooks in the next few weeks. Lots of review.

Question: What is the formal difference between handbook and guidebooks?

Handbooks more administrative while **Guidebooks** help them to do their job (policy and procedures. Rayde Schiff is considering development a math coordinators guidebook.

Open Business

1. Since AAC meetings have become more manageable, perhaps AAC can have an introduction of different areas to provide new information. For example, awards and cross- disciplinary news. Format: short presentations for introduce sections of the college. "Let's talk about what we do. "
2. Holly Erler brought up recycling. Waste Management threatened to sue if a third party gets involved with recycling. Green team had to stop because of the threat. Contract needs to be changed. Bill has to get rid of own scrap metal.

Adjourned- 10:39.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Bill Fletcher will resend email. Contact numbers should be on doors.	Bill Fletcher	
Information Survey to be sent to faculty in preparation for meeting with Administration.	Laura Earle/Scott Herber	

SPECIAL NOTES	The next meeting will be in February 3, 2017 9:15 AM Cocoa Bldg. 12, Rm. 228.
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