

Academic Affairs Council

MINUTES

JANUARY 15, 2016

9:11AM – 12:33PM

MELBOURNE 2-211

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Karen MacArthur
ATTENDEES	John Armstrong, Cathy Beam, Belynda Cain, Nelly Cardinale, Roland Chambers, Frank Christopian, Kathy Cobb, Joanne Connell, Dominique Culpepper, Marianne D'Altilio, Connie Dearmin, Julie Derrick, Salli DiBartolo, Laura Earle, Deborah Eaton, Karen Eisenhauer, William Fletcher, Katina Gothard, Ilana Grimes, Scott Herber, Holly Kahler, Marika Koch, Rita Kronis, Zhengrong Li, Andrew Lieb, Karen MacArthur, Shai Neumann, Michelle Richard, Amy Rieger, Kristie Rose, David Shedrow, David Simmons, Christi White, Joanna White

Agenda topics

[**TIME ALLOTTED**]

APPROVAL OF MINUTES/ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<u>Minutes</u> : Deborah Eaton motioned to approve the minutes of the November 20, 2015. Connie Dearmin seconded. The motion passed. The agenda was corrected from stating the minutes to be approved were from October instead of November.	
	<u>DOGS update</u> : Scott Herber said a request was submitted to IT for some additional features of the system. Dr. Cobb said she thinks the request was approved.	
	<u>Member verification</u> : Karen MacArthur attempted to verify the representatives and alternates from each cluster and campus for the membership list on the AAC web page.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Scott Herber will contact the Computer cluster to verify their representative; the Cluster Chair cannot be the representative according to the AAC Handbook	Scott Herber	Prior to next AAC meeting
Karen MacArthur will update membership list and submit to Catherine Harwood	Karen MacArthur	Prior to next AAC meeting

[**TIME ALLOTTED**]

CURRICULUM REVIEW

LAURA EARLE

DISCUSSION	Holly Kahler motioned that the curriculum reviews should be done by direct voting. Andrew Lieb seconded. The motion passed.
	<u>ATE1001 Introduction to Veterinary Technology</u> : RFA ID 98 – approved pending minor edits.
	<u>ATE1110 Animal Anatomy</u> : RFA ID 99 – approved pending minor edits.
	<u>ATE1211 Animal Physiology</u> : RFA ID 100 – approved pending minor edits.
	<u>ATE2945 Veterinary Work Experience 3</u> : RFA ID 1155 – approved.
<u>ATEL1311 Veterinary Office Procedures</u> : RFA ID 119 – approved pending minor edits.	

ATEL2613 Small Animal Diseases and Pharmacology: RFA ID 123 – approved pending minor edits.

ATEL2639 Animal Clinical Pathology 2 Laboratory: RFA ID 127 – approved pending minor edits.

ATEL2654 Advanced Anesthesia, Surgery, and Radiography Laboratory: RFA ID 128 – approved pending minor edits.

CHM1025 College Chemistry: RFA ID 198 – approved.

CHM1045H Honors General Chemistry 1: RFA ID 190 – approved.

COP3530 Data Structures and Algorithm Analysis: RFA ID 795 – approved.

CTS1300 Windows Client Operating Systems: RFA ID 899 – approved.

CTS1329 Microsoft Client O/S: RFA ID 877 – approved.

CTS1383 Microsoft Server O/S Installation and Configuration: RFA ID 895 – approved.

CTS2370 Virtual Infrastructure Planning and Design: RFA ID 896 – approved.

CTS2371 Virtual Computing Deployment, Security, and Analysis: RFA ID 897 – approved.

CTS2411 Information Storage Management: RFA ID 898 – approved.

CTSC1328 Windows Server Operating System: RFA ID 900 – approved.

MAC1311H Honors Calculus 1 with Analytic Geometry: RFA ID 783 – approved pending minor edits.

MAC2312H Honors Calculus 2 with Analytic Geometry: RFA ID 782 – approved pending minor edits.

MAP2302 Differential Equations: RFA ID 784 – approved pending minor edits.

MAS1203 Linear Algebra: RFA ID 785 – approved pending minor edits.

Office Management CCC: RFA ID 816 – approved.

Office Specialist CCC: RFA ID 817 – approved.

Office Support CCC: RFA ID 815 – approved.

OST2948 Service Learning Field Studies: RFA ID 818 – approved.

RET2934 Respiratory Care Seminar: RFA ID 583 – approved pending minor edits.

RETL2876 Clinical Respiratory Care 3: RFA ID 586 – approved pending minor edits.

RTE1824 Radiographic Clinical Education 3: RFA ID 1157 – approved.

RTE2834 Radiographic Clinical Education 4: RFA ID 1156 – approved.

STA2023H Honors Statistics: RFA ID 786 – approved pending minor edits.

STA3024 Statistics 2 for Data Scientists: RFA ID 819 – approved.

Blanket approval of these Veterinary Technology courses:

ATE 1742 Applied Veterinary Medical Terminology: RFA ID 104

ATE 1943 Veterinary Work Experience 1: RFA ID 105

ATE 1944 Veterinary Work Experience 2: RFA ID 106

ATE 2613 Small Animal Diseases and Pharmacology 1: RFA ID 107

ATE 2614 Small Animal Diseases and Pharmacology 2: RFA ID 108

ATE 2632 Veterinary Surgical Nursing: RFA ID 109

ATE 2638 Animal Clinical Pathology: RFA ID 110

ATE 2639 Clinical Pathology 2: RFA ID 111

ATE 2654 Advanced Anesthesia, Surgery, and Radiography: RFA ID 112

ATE 2661 Large Animal Diseases: RFA ID 113

ATE 2710 Emergency Medicine for Animals: RFA ID 114

ATE 2946 Veterinary Work Experience 4: RFA ID 116

ATEC 1671 Laboratory Animal Medicine: RFA ID 169

ATEC 2050 Small Animal Behavior: RFA ID 117

ATEC 2722 Avian and Exotic Animal Medicine: RFA ID 168

ATEL 1110 Animal Anatomy Laboratory: RFA ID 118

ATEL 1650 Introduction to Exam Room and Clinical Procedures: RFA ID 120

ATEL 2501 Professional Development and Ethics Seminar: RFA ID 122

ATEL 2614 Small Animal Diseases and Pharmacology: RFA ID 124

ATEL 2632 Veterinary Surgical Nursing 2 Laboratory: RFA ID 125

ATEL 2638 Animal Clinical Pathology 1 Laboratory: RFA ID 126

ATEL 2656 Large Animal Clinical and Nursing Skills Laboratory: RFA ID 129

Update to standardize language for the curriculum. RFA ID 1096 – approved.

Articulation agreements: Cathy Beam presented MOUs. Belynda Cain motioned for blanket approval of the MOUs. Holly Kahler seconded. The motion passed.

	The MOUs were: MTA-Database Administration Fundamentals, MCSA-SQL Server 2012, MCSE Data Platform, MTA Software Testing Fundamentals, Oracle Certified Associate (OCA): Java Programmer, Certified Internet Web (CIW) Javascript Specialist, Dental Assisting (DMAS and DATD), Medical Coder/Biller CCC and Health Information Technology AS degree, A/C Refrigeration & Heating, Administrative Office Specialist, Applied Engineering Technology, Automotive Maintenance & Light Repair, Communications Technology, Criminal Justice Operations, Digital Design, Drafting or Architectural Drafting Secondary, Finance or Computing for College & Careers course, Marketing, Management, and Entrepreneurial Principles, TV Production, Technical Design, Veterinary Technology, and Culinary Arts.
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[TIME ALLOTTED] COMMITTEE ANNOUNCEMENTS [PRESENTER]

DISCUSSION	<p><u>CDC</u>: Nothing to report.</p> <p><u>ETAC</u>: The committee hasn't met for the spring semester yet.</p> <p><u>Assessment</u>: A survey for all the faculty is being created and should be sent by the end of the semester.</p> <p><u>Diversity</u>: Nothing to report.</p> <p><u>LMS</u> – dormant</p> <p><u>Library</u>: The committee will meet to approve the Library Collection Development policy when the cluster approves it.</p> <p><u>Handbook</u>: Nothing to report.</p> <p><u>SAIL/Accessibility</u>: The committee hasn't met yet. It needs a member from Titusville.</p>
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[TIME ALLOTTED] OLD BUSINESS SCOTT HERBER

DISCUSSION	<p><u>AAC Handbook</u>: Scott Herber received many comments and is working on making those corrections.</p> <p><u>Course Materials Selection Process</u>: Ray Roberts went through the CBA to find elements related to textbooks and course materials. He took the applicable parts and used them to help create a framework for this system.</p> <p>The Humanities cluster questioned if curriculum and course materials are being considered the same thing and if definitions of the two terms have been created.</p> <p>Kathy Cobb said an addendum for media-rich materials was added to the syllabus template so that students will be aware there may be sound or video materials used in the classroom. Short video and sound clips are not considered to be course materials since no student is asked to purchase them.</p> <p>Discussion regarding required vs recommended wording ensued. Scott Herber took note of all suggestions for improvements to the system. Deborah Eaton motioned that Scott Herber email the updated course materials system to AAC members for vote by email. Julie Derrick seconded. The motion passed.</p> <p>Laura Earle motioned that all program requirements and essential functions be sent to SAIL by program managers so that they can be prepared when students come to the office. Marika Koch seconded. The motion passed.</p>
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