

Academic Affairs Council

MINUTES

FEBRUARY 3,
2017

COCOA, BUILDING 12, R 228

MEETING CALLED BY	Scott Herber
TYPE OF MEETING	Monthly AAC Meeting
FACILITATOR	Scott Herber
NOTE TAKER	Robin Boggs
ATTENDEES	John Armstrong, Robin Boggs, Stephanie Burnette, Roland Chambers, Frank Christopian ,Kathy Cobb, Kim Coluccio , Marianne Daltio , Connie Dearmin, Salli DiBartolo, Laura Earle, Andrew Forbes, Walt Hazelton, Scott Herber, Rex Hezlett, Rita Kronis, Robert Lamb, Andrew Lieb, Ashley Olund, Cindy Puckett, Michelle Richard, David Shedrow, Christi White, Excused: Belynda Cain

Agenda topics: Approval of January 6, 2017 Minutes

DISCUSSION	Motioned (John Armstrong) and seconded (Cindy Puckett?); approved with corrections
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ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	1) New Faculty Mentoring Program Update: Change in criteria. Now the chair of TPDC will host Portfolio Workshops
	2) Recycling Update: College is working with Waste Management to re-write contract
	3) Grant Simpson, a former EFSC student, won a Bill Gates Scholarship to obtain Master's in Chemistry at Cambridge.
	4) A Vet Tech student accepted to LSU grad program.

PRESENTATION AND GUEST

DISCUSSION	Dr. Ramona Smith: Early Alert and Student Retention (informational)- After a review/assessment of the Early Alert and Student Retention information, a SOS Task Force has been established. As of last semester (201640) out of the 2079 students who received Fs in class, only 14% of those students (363) got an early alert. Recommendations: revamp the letter that's sent to students, keep
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early alert open longer, and provide instructors a textbook to add notes that is sent to the advisors for case management. Other suggestions include providing a checklist for resources that instructors can select recommendations for students, and using the Banner Midterm as an Alert. Ramona will send out a copy of the letter that is currently used. Dr. Cobb suggested creating a “customizable letter” using options as well as a Message System on Banner similar to the text alert that’s used in emergencies. Andrew Leib asked if Canvas had a message app that could be used. AAC members are encouraged to send any recommendations/suggestions to Dr. Ramona Smith.

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send the copy of the Early Alert student letter	Dr. Ramona Smith	

CURRICULUM REVIEW

SCOTT HERBER

DISCUSSION

The following courses with no comments were approved by direct voting (seconded by Salli DiBartolo).

- a. [RFA ID: 2702](#) - CHM 2211 - Organic Chemistry 2
- b. [RFA ID: 2682](#) - CHML 1046 - General Chemistry 2 Lab
- c. [RFA ID: 2762](#) - ECP 3530 - Economics of Health and Healthcare Policy

Discussion: [RFA ID: 2942](#) - EDE 2280 - Arts and Wellness in the Elementary Classroom --Robert Lamb brought up the Hour issue. Hours did not add up (49 hours but listed for 48; need to check Competency 6- listed for 6 hours; competency 3 should be 4 hours. 4a- word choice. Issues. Consent for Correction Approved with changes Changes completed with Laura Earle’s help

Discussion [RFA ID: 2943](#) - EDF 2030 - Effective Classroom Management Robin Boggs questioned the credentialing language—Course are not in “teaching”; they are education courses Add in special notes (Applied) leave education. Keep it consistent- Master’s degree or higher in Education Approve with corrections

The following courses with no comments were approved by direct voting.

- [RFA ID: 2722](#) - HSA 4850 - Capstone-Healthcare Management

- [RFA ID: 2743](#) - HSC 3801 - Clinical Observation/Volunteer Work

Discussion: [RFA ID: 2742](#) - HSC 4851 - Health Sciences Internship was missing course number. Laura Earle corrected. Approved with correction.

: [RFA ID: 2822](#) - MKA 2948 - Service-Learning Field Studies 1 Question. The course is a template. Approved after discussion.

Discussion on MOUs

[RFA ID: 2970](#) - MOU Articulation Agreement UCF-EFSC Engineering: Although there is a spelling error, it's been signed by the President.

[RFA ID: 2971](#) - MOU Articulation Agreement UCF-EFSC Engineering: Although there is a spelling error, it's been signed by the President.

Additional Comments regarding Academic Matters:

The Florida Senate is looking at changing the parameters for performance based funding; Senators want 2 year programs to be able to graduate in 2 years, so there may be a proposal to drop 150% time to 100%. Scott encouraged members to contact their state senator

Robert Lamb reported that the Florida College System Student Activities Program has already enacted the 100% concept. "We will not pay for more than 60 credits." Robert reported that Daytona State College is about introducing a rule to not allow a student to take elective credit unless they have 30 credits

Remaining Curricular Issues:

The checklist for Chemical Technology has changes in the math sequence because of the addition of 2 in for Financial Aid purposes—AAC doesn't have advisory approval.

Articulation agreement for FYI- Firefighter doesn't require approval—informational purposes only.

CONCLUSIONS

COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION

CDC: No Updates

ETAC: The ETAC instructions and form ARE found by entering the CATS system, and then choosing "ETAC Form" in the CATS left menu. Software that instructors have

been using software for years are not on the approved list—even if the software is already installed on the computers. IT keeps stating that the requests must go through the procedures. Discussion ensued about other issues with getting software approved. The approved list is currently in CATS. Concerns expressed about software that's not ADA compliant. Dr. Sidoran provided paragraph about accessibility issues. This paragraph should be included in instructor's syllabus.

Dr. Cobb requested that Betsy Wetzel be invited to a meeting. Scott Herber will request the latest list from Betsy Wetzel and post it on the AAC page.

Assessment: Discussion will be in Old Business.

Diversity: The next meeting is March 17 at the Melbourne Campus. Andrew Forbes' term is up in Spring 2018. There needs to be a request for new members. Andrew is not certain who the administrator is for the Diversity Committee. Dr. Cobb will inquire.

LMS: Salli DiBartolo suggests that workshops should be held to get new ideas about the LMS. The Canvas contract was renewed, but in two years, it will be time to check again.

Library- No Updates

Handbook (later)

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
ETAC—send invite to Betsy Wetzel	Scott Herber	
ETAC- ask IT for current list of approved software and post on AAC page	Scott Herber	
UPDATES (if available) and OLD Business		Scott Herber

Assessment is moving to Ad Hoc status according to Scott Herber. Motion to place Assessment Committee in suspended status and revitalize it if needed. Dr. Miedema is agreeable to keep stipend. Cindy Puckett made motion to approved and seconded. Motion approved.

AAC Handbook Approval--- Scott Herber John Armstrong made motion to approved; Radhe Schiff seconded – Motion approved

Department Chair Handbook Approval---Scott Herber. The old version was sent to handbook committee and to Laura Earle for UFF approval. The handbook was sent to AAC and then sent to department chairs. After the department chair review, the handbook was

sent back to AAC for approval for final approval. Motion to approve; second and to send handbook to Administration for final approval and to post on AAC. Motion approved.

Lab Coordinator Guidebook updates -----Scott Herber—Lab Coordinators’ handbook is still in review. Compile with suggestions

Adjunct Handbook updates ----Scott Herber- The Handbook committee needs more time.

Rahde Schiff is working on **Developmental Math (ALEKS Faculty) Guidebook** is being reviewed by cluster.

Cluster Chair Guidebook updates ----- Andrew Lieb stated that the CC Guidebook is in process and will be ready soon

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

New Business	Scott Herber
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Lab Risk Coordinator: The survey was completed and new data has been gathered. According to Dr. Miedema, Bill Farmer is the Safety Coordinator for the college.

ADDED INFORMATION:

Everyone

I met with Dr. Miedema, Mr. Joe Ambrose, and Mr. Bill Farmer to go over the results of the safety survey. Below are some of the highlights that I did not want to wait until our next meeting to share with you.

Dr. Richey has approved the purchase of a college-wide subscription to SDSonline. Within the next 60 days it will be available to everyone in the college as well as quick link icons placed onto your computer.

Mr. Bill Farmer our Safety Officer will be accompanying Dr. Miedema at her table talks so that you can meet him, ask questions, get safety regulation help, and share any safety concerns directly with him.

A direct safety email will be created so that ANY safety concerns can be sent through this email and will go directly to our Safety Officer for action.

We will be updated on any changes or pending changes in regulations that would affect our divisions.

There will be development and improvement of existing training as well as creating new training avenues in safety.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Additional information (see above)	Scott Herber	2/21/2017
Open Business		
Discussion	<p>John Armstrong brought up the issue of service dogs no longer need to be tagged as service animals. SAIL (203.5) state that persons with disabilities may be accompanied by their service animals. Discussion ensued about the status of these animals. "It is highly recommended that the students make a request", but it's not mandatory. The college is limited to ask two questions in regards to service animals: 1) Is this a service animal and 2) Is this service animal required of a disability (whatever task the animal has been trained to do)? AAC discussed problematic issues that can arise with students in labs (protective gear) as well as the potential for students to less than forthcoming about the status of the animals. However, "safety" doesn't trump the accommodations. If the animal causes chaos in class, then the instructor can ask for the removal of the animal since disruptions are violations of the student Code of Conduct. However, if another student is allergic to the service animal, then the student needs to transfer classes because the right is with SAIL. If any additional questions, ask Dr. Cobb.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Meeting adjourned 10:26 AM