Academic Affairs Council

MINUTES

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Karen MacArthur
ATTENDEES	Meer Almeer, John Armstrong, Stephanie Burnette, Nelly Cardinale, Roland Chambers, Kathy Cobb, Connie Dearmin, Julie Derrick, Salli DiBartolo, Laura Earle, Karen Eisenhauer, William Fletcher, Katina Gothard, Scott Herber, Bruce Hersher, Holly Kahler, Robert Lamb, Andrew Lieb, Karen MacArthur, Holly McKnight, Beverly Payne, Michelle Richard, Dan Riding, Kristie Rose, David Shedrow, David Simmons, Karen Simpson, Christi White

Agenda topics

[**TIME ALLOTTED**]	APPROVAL OF MINUTES/ANNOUNCEMENTS	SCOTT HERBER

DISCUSSION	<u>Minutes:</u> John Armstrong motioned to approve the minutes of the January 15, 2016 minutes pending resolution of the curriculum review discrepancies for the Veterinary Technology program. Connie Dearmin seconded. The motion passed. <u>DOGS:</u> This is still in progress. <u>CMATS:</u> Scott Herber submitted an IT request for the suggested updates from the AAC. David Simmons said he is working with the previously approved form which is currently posted at the AAC website. He already sent one course materials adoption request to ETAC and SAIL. Dr. Cobb said that the new form approved by the AAC in January could be used in paper format until the online version is in place; there is a backlog of IT requests. Ray Roberts had put work into the approved version to ensure it complied with the CBA. Scott Herber offered to convert the CMAT for use in hard-copy until the online version is posted. AAC representatives should communicate to faculty choosing new textbooks that they should get the textbook form at the AAC website when it is available at http://www.easternflorida.edu/faculty-staff/academic-affairs-council/documents/textbook-form.xls <u>Other institutions:</u> Laura Earle said that the Board of Trustees at the State College of Florida Manatee-Sarasota voted to eliminate tenure for new faculty. The faculty of that institution are asking people to sign a petition of support at https://actionnetwork.org/petitions/fight-for-the-state-college-of-florida

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Create and make available a paper version of the CMATS form	Scott Herber	Prior to next AAC meeting
Communicate to faculty that the CMATS form is at the AAC website	AAC members	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.

John Armstrong seconded. The motion passed.

Child Care Management CCC: RFA ID 1436 – approved

Child Development Early Intervention CCC: RFA ID 1437 – approved

Infant Toddler Specialization CCC: RFA ID 1435 – approved

APA2001 Career Accounting: RFA ID 1236 – approved

ARTC2540 Watercolor: RFA ID 1308 - approved

ARTC2701 Sculpture: RFA ID 1307 - approved

ASL1140 American Sign Language 1: RFA ID 1215 – approved

CETC1114 Digital Fundamentals: RFA ID 975 – approved pending minor edits

CHD1200 Infant/Toddler Development: RFA ID 1065 – approved

CHD1220 Child Growth and Development: RFA ID 1066 – approved

CHD1800 Foundations of Child Care and Administration: RFA ID 1067 - approved

CJE1672 Fingerprint Classification: RFA ID 675 – approved pending minor edits

DEA1936 Dental Seminar: RFA ID 1275 – approved pending minor edits

ECS1001 Introduction to Comparative Economics: RFA ID 1237 – approved

EEC1523 Overview of Child Care Center Management: RFA ID 1068 – returned to originator

EEC1701 Child Growth and Development Birth-Eight: RFA ID 1069 – approved pending minor edits

EEC2201 Developing Curriculum for Infants and Toddlers: RFA ID 1070 - approved

EEC2217 Introduction to Language and Emergent Literacy: RFA ID 1071 – approved

EEC2223 Early Childhood Art, Music, and Movement: RFA ID 1072 – approved

EET1084 Introduction to Electronics: RFA ID 1015 – approved

EETC2724 Schematic Capture and Modeling: RFA ID 1016 – approved pending minor edits

ENL2022 Survey of British Literature 2: RFA ID 1075 – approved

FFP1793 Fire and Life Safety Educator: RFA ID 1319 - approved

MAN4920 Capstone in Human Resource Management: RFA ID 1235 – approved

PEL2121 Beginning Golf: RFA ID 1201 – returned for revision

PEM1131 Weight Training: RFA ID 1195 - approved

PHYC2053 College Physics 1: RFA ID 615 – approved

STS1302 Introduction to Surgical Technology: RFA ID 775 – approved

STS1307 Surgical Equipment and Instrumentation: RFA ID 776 – approved

STS1308 Perioperative Patient Care Concepts: RFA ID 777 – approved

STS1310 Surgical Techniques and Procedures : RFA ID 778 – approved pending minor edits

STS1323 Surgical Procedures 1: RFA ID 915 - approved

STS1370 Surgical Clinical 1: RFA ID 835 – approved pending minor edits

STS2179 Surgical Biomedical Fundamentals : RFA ID – approved pending minor edits

STS2324 Surgical Procedures 2: RFA ID 779 – approved

STS2340 Surgical Pharmacology: RFA ID 935 - approved

STS2360 Professional for the Surgical Technologist: RFA ID 875 – approved

STS2371 Surgical Clinical 2: RFA ID 780 - approved

STS2372 Surgical Clinical 3: RFA ID 836 – approved pending minor edits

STSL1327 Principles and Practices of Surgical Technology Laboratory: RFA ID 876 – approved pending minor edits

AMT0821 Aviation Maintenance Technology Powerplant 1: RFA ID 1327 – approved pending minor edits

AMT0822 Aviation Maintenance Technology Powerplant 2: RFA ID 1328 – approved pending minor edits

AMT0823 Aviation Maintenance Technology Powerplant 3: RFA ID 1329 – approved pending minor edits

AMT0824 Aviation Maintenance Technology Powerplant 4: RFA ID 1324 – approved pending minor edits

[**TIME ALLOTTED**]	COMMITTEE ANNOUNCEMENTS	[**PRESENTER**]

DISCUSSION	CDC: Nothing to report. ETAC: The committee has a meeting on February 25, 2016. Assessment: The committee handbook has been reviewed. Diversity: The next meeting will be March 4, 2016. LMS – dormant

	Library: The committee will meet to approve the Library Collection Development policy when the cluster approves it. Handbook: The committee is in the final edits of the material. SAIL/Accessibility: No representative to the AAC has been assigned yet.

[**TIME ALLOTTED**]   OLD BUSINESS   SCOTT HERBER

DISCUSSION	AAC Handbook: Scott Herber will send the most recent draft to AAC members for approval. Extra credit: Scott Herber hasn't yet heard anything about the student's comments that went to SACS. Absentee guidelines (substitute policy) – Scott Herber read Dr. Miedema's suggestions to the AAC. Laura Earle motioned to approve the revised Substitute Policy that include Dr. Miedema's suggestions. John Armstrong seconded. The motion passed. Bill Fletcher said he is uncomfortable with the policy in how it addresses programs with only one faculty member. Scott Herber said he will address this with the substitute policy. Searchable minutes: There are no updates to this; the IT project is still in progress. Retention Task Force recommendation: Karen MacArthur showed the proposed table of contents from the Task Force and asked for AAC support of them. Katina Gothard motioned that the AAC supports the proposed contents and actions of the Task Force. Julie Derrick seconded. The motion passed. Facilities committee update: Dr. Miedema has said that if faculty have concerns about facilities and their effect upon academics to please let her know so she can be of assistance. The AAC members want to continue with the formation of the committee. Scott Herber will compile the faculty comments regarding facilities issues and forward them to Dr. Miedema. Vice chair election: Andrew Lieb was nominated to be the vice chair until the end of the spring 2016 semester. He agreed to accept the nomination.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send most recent version of the AAC handbook to the Council for approval	Scott Herber	Prior to next meeting
Compile faculty comments regarding facilities issues and forward them to Dr. Miedema	Scott Herber	Prior to next meeting

[**TIME ALLOTTED**]   NEW BUSINESS   [**PRESENTER**]

DISCUSSION	Underage travel: The highest concern of underage student travel regards overnight or out-of-district travel. Is this a potential liability area for the college? Mixing ages is problematic with student groups. Many faculty don't want to be responsible for underage students on a trip. Katina Gothard motioned that the AAC recommends that ungraded underage student travel policies are administrative decisions but the AAC strongly encourages 18 years old and over be the rule. Laura Earle seconded. The motion passed.

Off-agenda item: upcoming council election: Scott Herber asked all members to be prepared for the election of a new Vice Chair and Secretary later in the semester.

Off-agenda item: Assessment Committee concerns: Katina Gothard expressed her concern that the current direction of the Assessment Committee will not address the need for program level assessment in time for the SACS review. There are four factors that are problematic for the committee: 1) There are co-chairs directing the committee instead of one person, 2) the AAC statement made in March 2015 that stopped committee activity, 3) having revolving committee members causes time delays as they learn how the assessment process works, and 4) the varying level of support among Assessment Committee members.

Katina Gothard said she believes Assessment Committee should be a specialized committee that doesn't have the majority of members revolving. Should there be qualifications to joining the committee?

Scott Herber said he will contact Jayne Gorham and Mark Quathamer to ask the status of the program level assessment.

Off-agenda item: textbook selection: Katina Gothard said many textbooks are chosen based upon face-to-face sections while some professors prefer to use online materials. Is there or can there be a split in disciplines among print versus online books? Laura Earle said disciplines can ask for an exception with justification if they choose to do this.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send email to Jayne Gorham and Mark Quathamer asking the status of program level assessment	Scott Herber	Prior to next meeting

SPECIAL NOTES	The next meeting will be in Melbourne, 2-211 on March 11, 2016 at 9:00am.