

# Academic Affairs Council

MINUTES

MARCH 3, 2017

MELBOURNE,  
BUILDING 2, R 211

<b>MEETING CALLED BY</b>	Scott Herber
<b>TYPE OF MEETING</b>	Monthly AAC Meeting
<b>FACILITATOR</b>	
<b>NOTE TAKER</b>	Robin Boggs
<b>ATTENDEES</b>	Robin Boggs, Stephanie Burnette, Belynda Cain, Roland Chambers, Frank Christopian , Dr. Kathy Cobb, Marianne Daltio , Connie Dearmin, Salli DiBartolo, Laura Earle, Debbie Eaton, Holly Erler, William Fletcher, Jimmy Gamez, Ilana Grimes, Deana Handfield, Scott Herber, Rex Hezlitt, Andrew Lieb, Ashley Olund, Beverly Payne, Cindy Puckett, Michelle Richard, Radhe Schiff; David Shedrow, Christi White , Joanna White

Agenda topics: Approval of February, 2017 Minutes

<b>DISCUSSION</b>	Additions needed to attendees. Motion to approve by Belynda Cain, seconded by Connie Dearmin
Approved with corrections.	

## ANNOUNCEMENTS

SCOTT HERBER

<b>DISCUSSION</b>	<p><b>Safety:</b> Scott Herber met with Dr. M, Joe Ambrose, and Bill Farmer. To resolve the communication gap, Scott Herber sent an email to start the process for more open communication. The college is working on a web site to add to the college's main site. The web site will be a stand-alone web site dedicated to safety. Also, SDS (Safety Data Sheet) was purchased.</p> <p><b>ETAC list:</b> Scott Herber contacted Betsy Wetzel, and plans are to add a "how to find" list to the AAC site. The current ETAC list will be updated. Michelle Richard commented that software can be on approved list, but not available to open lab use (license issue). Scott indicated that he will be in touch with Wetzel. Suggestions made to consider highlight those software programs with limited licenses.</p> <p>Dr. Cobb announced that - Jessica Dillows has been hired as the SAIL College wide Technical Specialist. Salli I DiBartolo announced the form is being revamped. Dr. Cobb has spoken with Ms. Wetzel regarding the possibility of faculty having the option of filling the form online. However, Ms. Wetzel wanted to wait until more faculty fill out form before doing an online form. Course materials forms may be online. Salli</p>
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	DiBartolo stated that the system is already in place and that it would be similar to CATS
<b>CONCLUSIONS</b>	

PRESENTATIONS AND GUESTS

SCOTT HERBER

<b>DISCUSSION</b>	None

CURRICULUM REVIEW

SCOTT HERBER

<b>DISCUSSION</b>	<p>RFA ID: 3022 - PHY 2025 - Introduction to Principles of Physics Action Requested: Change in Course There are credit issues and some punctuation problems. Concern was 3 credit not 1 credit. Reviewed COPS and CPT—Change in credits made. Motion to approve: Andrew Lieb; second- Belynda Cain Approved</p> <p>RFA ID: 3028 - TPP 1111 - Acting 2 Action Requested: Change in Course One comment. Andrew Lieb stated the comment was of personal taste—no comment Motion to approve- Salli DiBartolo; second- Belynda Cain. Approved</p> <p>RFA ID: 3027 - TPPC 2190 - Theatre Rehearsal and Performance: Action Requested: Change in Course Credentialing Question. Andrew Lieb commented the language was not standard. Cindy Puckett commented that the credentialing information should be the standard “with 18 graduate hours in teaching discipline”. Laura Earle corrected. Motion to approve –Frank Christopian ; second- Bill Fletcher Approved</p> <p>RFA ID: 2995 - DIGITAL TELEVISION/DIGITAL MEDIA PRODUCTION (DTAS): CGS 1871 - Multimedia Presentation Action Requested: Deletion of Course. One minor question Issue Resolved. Technically, this item does not need approval</p> <p>RFA ID: 2965 - Early Childhood Education: EEC 1941 - Early Childhood Practicum Action Requested: New Course, Change in Program, Lab Fee Updates Financial Aid Question Financial Aid Pending. This is a program change. Question resolved Motion to approve – Holly Erler second- Andrew Lieb Approved</p> <p>RFA ID: 2982 - Transportation and Logistics TLAS: TRA 2098 - Warehouse Management Action Requested: New Course, Change in Program Numerous Questions</p> <ul style="list-style-type: none"> <li>• POS in catalog will change in New AAC meeting</li> <li>• Problem is in the POS</li> </ul> <p>Voting on the just CPT Motion to approve –Frank Christopian; second- Holly Erler Approved</p>
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RFA ID: 2984 - Transportation and Logistics TLAS: TRA 2154 - Supply Chain Management. Action Requested: New Course, Change in Program. Financial Aid Question Withdrawn. Does not need advisory program

The following courses have no comments. Motion to approve-Salli DiBartolo second- Holly Erler

- RFA ID: 2962 - BSCC 1010H - General Biology 1 Honors: Action Requested: Change in Course :Forwarded by: Marianne D'Altilio
- RFA ID: 2963 - BSCC 1011H - General Biology 2 Honors: Action Requested: New Course: Forwarded by: Marianne D'Altilio
- RFA ID: 3023 - CET 1176 - Computer Maintenance and Repair: Action Requested: Change in Course. Forwarded by: David Shedrow
- RFA ID: 2964 - CHML 1025 - College Chemistry Laboratory: Action Requested: Change in Course, Lab Fee Updates. Forwarded by: Belynda Cain
- RFA ID: 2997 - COP 1000 - Principles of Programming: Action Requested: Change in Course. Forwarded by: David Shedrow
- RFA ID: 3025 - CTS 1383 - Microsoft Server O/S Installation and Configuration: Action Requested: Change in Course. Forwarded by: Ashley Olund
- RFA ID: 3144 - EETC 1610 - Through Hole and Surface Mount Soldering: Action Requested: Lab Fee Updates. Forwarded by: Kimberly Coluccio
- RFA ID: 3142 - EETC 1611 - Standard Testing and Certification: Action Requested: Lab Fee Updates. Forwarded by: Holly Erler
- RFA ID: 3143 - EETC 2620 - Advanced Surface Mount Soldering Technology: Action Requested: Lab Fee Updates. Forwarded by: Kimberly Coluccio
- RFA ID: 3026 - NUR 2801 - Nursing Leadership and Management: Action Requested: Lab Fee Updates. Forwarded by: Rahna Schiff

#### Program Only

- RFA ID: 3030 - Articulation Agreements: - Action Requested: Documents Forwarded by: Beverly Payne

#### Program and Courses

- RFA ID: 2903 - Aerospace Technology: EETC 2609 - Electronic Fabrication and Fiber Optics : Action Requested: Change in Course. Forwarded by: Ashley Olund
- RFA ID: 2383 - BASOMBS Org Management Specialization: PET 4464 - Sports Finance: Action Requested: New Course, New Program. Forwarded by: Scott Holmes
- RFA ID: 2385 - BASOMBS Org Management Specialization: SPM 3044 - Sports Marketing: Action Requested: New Course, New Program. Forwarded by: Beverly Payne

	<ul style="list-style-type: none"> <li>RFA ID: 2386 - BASOMBS Org Management Specialization: SPM 3104 - Sports Facilities Management: Action Requested: New Course, New Program. Forwarded by: Beverly Payne</li> </ul> <p>All Approved. Completed by 9:30 AM.</p>
<b>CONCLUSIONS</b>	All appreciate the hard work conducted by the CDC.

COMMITTEE ANNOUNCEMENTS

SCOTT HERBER

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. CDC –Recognition for the excellent job CDC has done getting through the curriculum.</li> <li>b. ETAC –Issues were discussed earlier (see announcements)</li> <li>c. Assessment Currently at an ad hoc status</li> <li>d. Diversity-no updates</li> <li>e. LMS-no updates</li> <li>f. Library no updates</li> <li>g. Handbook not here—Kudos for all the hard work for the handbooks.</li> </ul>	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
None		

UPDATES IF NEEDED AND OLD BUSINESS

[PRESENTER]

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. ALEKS Guidebook Approval: Radhe Schiff announced some changes in the ALEKS Guidebook. She also created additional schedule. Cluster approved; Motion to approve- Belynda second- Cindy Puckett. Motion Approved.</li> <li>b. Adjunct Handbook Approval: Scott Herber announced that at last update, the spelling issues were corrected. Once approved by administration, the handbook will be placed on AAC site. Thanks</li> </ul>
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were given to those administrative assistants who worked to finalize the adjunct handbooks.

Radhe Schiff wanted to know if all handbooks should be accessible on Faculty Resources (Cindy Puckett). All handbooks should be available. Motion to approve made by Belynda Cain; second- Laura Earle. Motion Approved.

- c. Laboratory Coordinator Guidebook for Sciences and Health Sciences Approval: -Scott Herber

Discussion: Lab Coordinator handbook fits for sciences, but not for other technology programs. Scott Herber will work with Bill Fletcher to create a specific guidebook for technical, but it may be problematic because some programs are too specific (Meer's program). Laura Earle pointed out a worst-case scenario if an unexpected absence of a program managers occurred and the information wasn't in writing. How would the program go on? Bill responded that in his program, he has his own procedures to deal with waste metals. Chemicals issues are also problematic.

Cindy Puckett added that "No standard protocol issues from the College." Different programs have difference procedures. In Bill Fletcher's program, he uses industry standards. Scott Herber stated that Guidebooks would be helpful for students. Bill Fletcher has good start with his student handbooks/handouts since he uses industry manuals. Scott stated that he could pull pieces from each program to create guidebook and then add in vendor knowledge

Other issues mentioned

Still having problems with respiratory issues—ramp up protocol- Put the bulk of the work on a paid staff person—Safety Coordinator (Farmer) and have faculty review. Add in specific info for specific programs. Motion (for sciences/health sciences) Joanna White- Art- program coordinator in Art- is still responsible Motion to approve-Rahde Schiff ; second- Cindy Puckett. Motion approved.

- d. Cluster Chair Guidebook updates: Andrew Lieb announced that AAC was not voting today. The Guidebook was sent to cluster chairs. He is now awaiting feedback. It will need to be sent to AAC and provost council in an unformatted form. Andrew needs to add more information- needs more input. Radhe Schiff will send Math protocol to Andrew while Laura Earle will send Health Sciences suggestions to Andrew

CONCLUSIONS

ACTION ITEMS

PERSON RESPONSIBLE

DEADLINE

Cluster Chair Guidebook- Math protocol send to Andrew Lieb	Radhe Schiff Laura Earle	
Cluster Chair Guidebook- Health Sciences suggestions send to Andrew Lieb		

NEW BUSINESS

SCOTT HERBER

<b>DISCUSSION</b>
Dr. Kathy Cobb announced that she is leaving the college to become the President of Holy Trinity Episcopal Academy. Official motion to recognize Dr. Cobb for her contributions. Motion to approve-Laura Earle; second- Cindy Puckett. Motion Approved.

OPEN BUSINESS--NONE

[PRESENTER]

<b>DISCUSSION</b>

Meeting Adjourned- 9:57 AM