

Academic Affairs Council

MINUTES

MARCH 11, 2016

9:11AM – 11:07AM

MELBOURNE 2-211

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Karen MacArthur
ATTENDEES	John Armstrong, Cathy Beam, Stephanie Burnette, Belynda Cain, Nelly Cardinale, Kathy Cobb, Laura Earle, Deborah Eaton, Karen Eisenhauer, Bill Fletcher, Andrew Forbes, Katina Gothard, Scott Herber, Holly Kahler, Robert Lamb, Sandy Lanza, Andrew Lieb, Karen MacArthur, Michelle Richard, David Shedrow, David Simmons, Christi White, Jim Yount, Harold Zacks

Agenda topics

[**TIME ALLOTTED**]

APPROVAL OF MINUTES/ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<p><u>Minutes</u>: Laura Earle motioned to approve the February 19, 2016 minutes. Belynda Cain seconded. The motion passed.</p> <p><u>Assessment</u>: Scott Herber said he'd had a discussion with the Assessment Committee co-chairs and the committee is still working on program level assessment. Before the next AAC meeting he will speak with Jayne Gorham also.</p> <p><u>DOGS and CATS</u>: Scott Herber said David Simmons has been very helpful in creating the form for CMAT. It's coming along nicely.</p> <p><u>[Off-agenda item] Searchable meeting minutes</u>: Karen MacArthur relayed Catherine Harwood's message about how searchable minutes would work and that there would be a cost involved. Members voted in favor of her solution and agreed that the cost is worthwhile.</p> <p><u>[Off agenda item] Minutes</u>: Members were reminded to send their committee and cluster minutes to the AAC secretary for uploading to the AAC web site.</p>
-------------------	--

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Speak with Jayne Gorham about the program level assessment	Scott Herber	Prior to next AAC meeting
Notify Catherine Harwood that the AAC voted in favor of her proposal for searchable meeting minutes	Karen MacArthur	Prior to next AAC meeting

[**TIME ALLOTTED**]

CURRICULUM REVIEW

LAURA EARLE

DISCUSSION	<p><u>MOUs</u>: There were seven MOUs to review and approve: 1) Computer Technology, 2) Drafting and Design Technology, 3) Engineering Technology and Aerospace Technology, 4) Engineering Technology and Drafting Technology, 5) Early Childhood Education, 6) Criminal Justice/PSAV Correctional Officer, and 7) Diagnostic Medical Sonography. The changes were from state articulation agreements and prior education/certification credit. Laura Earle motioned to approve all seven MOUs. Karen Eisenhauer seconded. The motion passed.</p> <p>Bill Fletcher motioned for blanket approval of the curriculum packets immediately</p>
-------------------	--

following. David Simmons seconded. The motion passed.

CHM2941 Chemistry Internship: RFA ID 1330 – approved

EVR2434 Sustainable Cities: Urban Ecology of Japan: RFA ID 1297

HUM2211H Honors Humanities Survey: Ancient Through Byzantine Culture: RFA ID 1321 – approved

HUM2249 Humanities Survey: Enlightenment Through 21st Century: RFA ID 1280 - approved

PHY2049 General Physics 2: RFA ID 1279 – approved

PHYL2048 General Physics 1 Laboratory: RFA ID 1202 – approved

PHYL2049 General Physics 2 Laboratory: RFA ID 1278 – approved

SPC2608 Fundamentals of Speech Communication: RFA ID 1217 – approved

These curriculum packets were voted on individually:

LIT2352 Ethnic Literature in the U.S.: RFA ID 1455 – Holly Kahler motioned that the credentialing wording used for this course will be used for all courses within the discipline. All other courses will be changed accordingly. The cluster will decide upon the wording and Dr. Cobb and Dan Capman will ensure it's completed. Belynda Cain seconded the motion. The motion passed.

MUSC2360 Introduction to Music Technology: RFA ID 1332 – approved

Andrew Lieb motioned that the following curriculum packets should be approved by direct voting. Belynda Cain seconded. The motion passed.

CJE1642 Introduction to Crime Scene Technology: RFA ID 656 – approved

Correctional Officer MOU: RFA ID 1117 - approved

COS0870 Advanced Salon Practices: RFA ID 1115 – approved

COSL0870 Advanced Salon Skills Lab: RFA ID 1116 – approved

EEC1523 Overview of Child Care Center Management: RFA ID 1068: Returned to originator. Christi White will work with her to make the necessary changes. When finished, the AAC can vote by email. David Simmons will create a draft of the language regarding framework vs master syllabus expectations.

Bill Fletcher said that the curriculum needs one set of requirements. Cherylann Bachelor had been working on a process for people with multiple accrediting issues. Scott Herber will follow up on this. This was approved by email March 17, 2016.

EGN2322 Engineering Analysis and Dynamics: RFA ID 695 - approved

ETIC1852 Aerospace Test and Measurement: RFA ID 1300 – approved

ETIC1853 Aerospace Safety and Quality: RFA ID 1299 – approved

	<p><u>ETIC2851 Applied Mechanics</u>: RFA ID 1298 – approved</p> <p><u>HCP0020 Patient Care Assistant</u>: RFA ID 1516 – approved pending minor edits</p> <p><u>HCP0121 Articulated Nursing Assistant</u>: RFA ID 1517 - approved</p> <p><u>HCP0332 Advanced Home Health Aide</u>: RFA ID 1518 – approved pending minor edits</p> <p><u>HSC0003 Basic Healthcare Worker</u>: RFA ID 1515 - approved</p> <p><u>Industrial Management Technology AS degree</u>: RFA ID 1200. Andrew Lieb will revise the catalog page. The AAC will vote on this by email prior to the next meeting.</p> <p><u>Respiratory Therapy POS change</u>: RFA ID 1375 – approved</p> <p><u>RETL2876 Clinical Respiratory Care 3</u>: RFA ID 1196 – approved</p> <p><u>RETL2877 Clinical Respiratory Care 4</u>: RFA ID 1198 - approved</p> <p><u>RTE3591 Physics and Instrumentation of Magnetic Resonance Imaging</u>: RFA ID 1335 – approved</p> <p><u>RTE3592 Magnetic Resonance Imaging Patient Care and Technique</u>: RFA ID 1336 – approved pending minor edits</p> <p><u>RTE3594 Computed Tomography Patient Care and Technique</u>: RFA ID 1337 – approved pending minor edits</p> <p><u>RTE4940 Computed Tomography Clinical Education 1</u>: RFA ID 1340 – approved pending minor edits.</p> <p><u>RTE4941 Computed Tomography Clinical Education 2</u>: RFA ID 1342 – approved</p> <p><u>RTE4942 Magnetic Resonance Imaging Clinical Education 1</u>: RFA ID 1343 – approved</p> <p><u>RTE4943 Magnetic Resonance Imaging Clinical Education 2</u>: RFA ID 1344 – approved</p> <p><u>RTE3595 Physics and Instrumentation of Computed Tomography</u>: RFA ID 1339 - approved</p>
--	--

[TIME ALLOTTED]

COMMITTEE ANNOUNCEMENTS/OLD BUSINESS

SCOTT HERBER

DISCUSSION	<p><u>CDC</u> – Nothing to report.</p> <p><u>ETAC</u> – Michelle Richard sent forms to be converted to electronic versions. When they're finished Scott Herber will let everyone know.</p> <p><u>Assessment</u> – Scott Herber will remain in contact with the committee.</p> <p><u>Diversity</u> – They met March 4, 2016 and are working on a few initiatives. They hope to have their minutes finished by the end of March. The committee is creating workshops for both faculty and students. New members are also needed so anyone interested should email Andrew Forbes. In April the proposed name change for the committee will come to the AAC for a vote. They propose the name to be Academic Diversity Committee.</p>
-------------------	---

LMS – still dormant. Canvas issues continue however. Every two years the college looks at vendors and that is coming up next year. Turnitin.com hasn't been working well in Canvas. Canvas is now the statewide LMS so Dr. Cobb will take this issue to the state consortium. It may be time for Team Canvas to reconvene to discuss the issues faculty are having.

Library – The committee is still awaiting a finished Collection Development and Management Policy to approve from the Library Cluster.

Handbook – Two committee members are revising documents.

SAIL – Dr. Sidoran has been named chair but they haven't yet reported anything else to the AAC.

Facilities Committee Update – Dr. Richey believes the committee isn't required at this time. Faculty should take their concerns to the provosts and attempt to resolve them there. If they aren't resolved there Dr. Miedema can help. Scott Herber will invite Dr. Paradise to the April AAC meeting.

Karen MacArthur asked for committees that don't have a representative coming to the AAC meeting to please send a brief update by email.

AAC Handbook update: The missing piece to the AAC Handbook has been whether to include a Facilities Committee. Scott Herber will wait until speaking to Dr. Paradise before completing the handbook.

Update the absentee guidelines: The draft of the substitute policy went to the provosts council. Section 2.2 is a violation of law and must be removed. Laura Earle voted to approve the revised version. Belynda Cain seconded. The motion passed.

RCMATS form: This is still in progress.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Invite Dr Paradise to the next AAC meeting	Scott Herber	Prior to next meeting
Ask committee/program representatives to send updates by email if they can't attend the meeting	Karen MacArthur	Prior to next meeting

[TIME ALLOTTED]

NEW BUSINESS

[PRESENTER]

DISCUSSION	
	<p><u>Chair nominations</u>: Laura Earle nominated Scott Herber to remain as Chair for the next term. Andrew Lieb seconded. Scott Herber agreed to remain for another term.</p> <p><u>Vice Chair</u>: Laura Earle nominated Andrew Lieb to remain as Vice Chair. Nelly Cardinale seconded. Andrew Lieb agreed to remain for another term.</p> <p><u>Secretary</u>: There were no nominations or volunteers. There will be an official vote at the April 2016 meeting.</p> <p><u>Open business</u>: Bill Fletcher said he would like the college to revisit the travel policy regarding adjuncts. Can he write a non-instructional contract for a seminar or workshop? An adjunct attended a two-day workshop but was denied per diem monies because he didn't stay overnight in a hotel. Scott Herber said he will email Dr. Miedema about this issue. Dr. Cobb said she will bring the email to the provosts' council.</p>

Laura Earle said the accrediting bodies prefer that as many faculty as possible attend certain conferences but the college will only fund one unless there are certain circumstances. Dr. Cobb advised that the accrediting body preference should be noted in the travel funding request. She will take this issue to the provosts' council.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Dr. Miedema regarding per diem for adjuncts	Scott Herber	Prior to next meeting

SPECIAL NOTES	The next meeting will be in Cocoa, 12-228 on April 15, 2016 at 9:00am.
----------------------	--