Academic Affairs Council

MINUTES   APRIL 15, 2016   9:13AM – 12:30PM   COCOA, 12-228

MEETING CALLED BY	Scott Herber
FACILITATOR	Scott Herber
NOTE TAKER	Karen MacArthur
ATTENDEES	John Armstrong, Stephanie Burnette, Belynda Cain, Nelly Cardinale, Rachel Costa, Connie Dearmin, Julie Derrick, Salli DiBartolo, Laura Earle, Deborah Eaton, Karen Eisenhauer, Bill Fletcher, Andrew Forbes, Scott Herber, Steve Johnson, Holly Kahler, Rita, Kronis, Karen MacArthur, Linda Miedema, Daniel Mondshein, Josh Ojwang, Michelle Richard, Amy Rieger, Patrick Robinson, Mary Roslonowski, Laura Sidoran, David Simmons, Christi White, Joanna White

Agenda topics

[TIME ALLOTTED]   APPROVAL OF MINUTES/ANNOUNCEMENTS   SCOTT HERBER

DISCUSSION	<u>Minutes</u>: John Armstrong motioned to approve the minutes from the March 11, 2016 meeting. David Simmons seconded. The motion passed. <u>Assessment</u>: Scott Herber attended the Assessment meeting recently and heard the discussion regarding program-level assessment plans. The college may have to return to dividing assessment by divisions to ensure that students complete all five Core Abilities. There may be a shift in approach. <u>DOGS and CATS</u>: Curriculum packets that have gone through the CATS program are returning from the state in 2-4 weeks rather than the months it used to take. This is good news for the college and helps get courses through state requirements in time. The DOGS program has not been canceled; it has been moved lower in priorities for IT for the time being. <u>Textbook issues</u>: Rachel Costa presented information about First Day, a textbook option for students to ensure they have all the required course materials by the first day of class. They hope to have it open for the spring semester. First Day adds the cost of course materials to the tuition for a particular course or program. This can be for print or ebook texts and can be adapted to meet specific needs of the college, including itemization for financial aid reasons. She also presented an overview of the textbook law coming into effect July 1, 2016. The college is compliant for the summer with textbooks already. She is working on the fall semester now. The college attorney reviewed the legislation and said the college must provide the ISBNs and the students then can search for their options. Every September Dr. Miedema will create a report on the annual textbook review. If there is unequal cost to textbooks across campuses there must be a plan to address it. Rachel Costa recommended sending an email to her in addition to writing notes in Faculty Enlight to ensure nothing slips by. Karen Eisenhauer suggested that prior to the first week of class the bookstore holds

	workshops for students in understanding the financial implications of course material choices. Stephanie Burnette suggested an online tutorial might be helpful also. David Simmons suggested the college return to using the textbook repository. Dr. Miedema said she would look into this but is hesitant to maintain two systems for textbooks.		
ACTION ITEMS		**PERSON RESPONSIBLE**	**DEADLINE**

[**TIME ALLOTTED**]   CURRICULUM REVIEW   LAURA EARLE

DISCUSSION	<u>Direct voting</u>: Connie Dearmin motioned to proceed with the curriculum packets by direct voting. Holly Kahler seconded. The motion passed. <u>CAP4770 Data Mining</u>: RFA ID 1535 – approved <u>CEN4341 Platform Technologies</u>: RFA ID 1521 - approved <u>CGS2100 Introduction to Microcomputer Applications</u>: RFA ID 1395 - approved <u>COP1332 Visual Basic Programming</u>: RFA ID 1418 – approved <u>COP1657 Introduction to Mobile Applications Programming</u>: RFA ID 1419 – approved <u>COP2333 Visual Basic Programming Advanced</u>: RFA ID 1420 - approved <u>COP3729 Database Systems with Big Data</u>: RFA ID 1536 – approved <u>CTS1154 Help Desk Technical Support</u>: RFA ID 1519 – approved pending minor edits <u>CTS1155 Help Desk Customer Support</u>: RFA ID 1520 – approved pending minor edits <u>CTS2440 Introduction to Oracle SQL and PL/SQL</u>: RFA ID 1396 – approved pending minor edits <u>GIS2040 Fundamentals of Geographic Information Systems</u>: RFA ID 1415 – approved <u>GIS2047 Application of GIS, GPS, and Remote Sensing</u>: RFA ID 1416 – approved <u>GIS2060 Advanced Geographic Information Systems</u>: RFA ID 1417 – approved pending minor edits <u>Industrial Management Technology AS degree</u>: approved <u>ISM4220 Network Management for Information Professionals</u>: RFA ID 1522 – approved pending minor edits NUR1003 Transition Course: RFA ID 1596 - approved <u>NUR1021 Fundamentals of Nursing</u>: RFA ID 1595 – approved <u>NUR1213 Basic Medical Surgical Nursing</u>: RFA ID 1597 – approved

NUR2241 Advanced Medical Surgical Nursing: RFA ID 1598 – approved

NUR2463 Nursing Care of the Childbearing Family: RFA ID 1599 – approved

NUR2522 Nursing Care of the Psychiatric Client: RFA ID 1600 – approved

OST2431 Legal Office Procedures: RFA ID 1636 - approved

PLA1003 Introduction to the Paralegal Field: RFA ID 1345 – approved pending minor edits

PLA1104 Legal Research: RFA ID 1353 – approved

PLA1114 Legal Writing: RFA ID 1350 – approved

PLA1611 Property Law: RFA ID 1349 - approved

PLA2203 Civil Procedure: RFA ID 1351 – approved

PLA2426 Contracts and Business Entities: RFA ID 1347 – approved

PLA2940 Paralegal Internship: RFA ID 1348 - approved

SONL2941 Directed Study Practicum: RFA ID 1355 – passed

THE2100 History of the Theater: RFA ID 1333 – approved

TPA1210 Stagecraft 1: RFA ID 1334 - approved

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

| DISCUSSION | Accessibility: Dr. Laura Sidoran said the committee had recently formed and had its first meeting in February. There is representation from students, security, facilities, faculty, and Human Resources on the committee to ensure they have a broad spectrum of voices; they would like to get the global picture of the college.

The committee is creating a survey to learn what issues they need to address. The survey may be ready before final exams for the spring 2016 semester. If it isn't ready by then it will be sent in the fall.

Laura Earle asked that since the testing center is at its busiest during finals and students want to make appointments, how can she enable them to reserve a time when she hasn't yet finalized the test? Dr. Sidoran suggested putting the test into Canvas where it can be edited at a later date.

Amy Rieger said students had told her they now have to pay for testing at the Assessment Center and asked if that was correct. Dr. Sidoran said students do not have to pay for testing services during regularly scheduled hours. There is confusion across the college because the testing procedures aren't standardized on all campuses.

The college has only one interpreter currently available to help students registered with SAIL.

Can suggestions for assisting hearing impaired students be sent to faculty along with the notification? It could function as an early alert system for instructors. SAIL could |

send a list of best practices without naming any students; students must still self-disclose.

Faculty would like to load multiple tests simultaneously. Mary Roslonowski made note of the suggestion.

Members asked if the statement regarding allowed vs extended time allotments could be revised to be clearer.

Rita Kronis mentioned that she'd had difficulty submitting test for an instructor that was absent. As department chair she had attempted to fulfill the obligation to submit the test but was unable to do so easily. Can the system be modified to enable department chairs to submit tests on behalf of faculty that are unable to do so?

Handbook: Holly Kahler said the edits for the Faculty Handbook are done. The committee is now reviewing one final time. They will email the document to AAC members so that it will be in place by fall. Next year the committee intends to review the adjunct handbook. Scott Herber suggested reviewing the department chair/program manager handbook next year might be better.

Library: Karen MacArthur said the committee didn't have documents to review and approve so probably the committee wouldn't meet before the fall semester.

LMS – dormant

Diversity – Andrew Forbes distributed the official request of the Diversity Infusion Committee to change its name to Academic Diversity Committee. Laura Earle motioned to approve the name change. Belynda Cain seconded. The motion passed.

Assessment: There were no additional updates.

ETAC: The electronic form is almost ready and will be finalized April 21 at their meeting. The committee will send it to Scott Herber. Salli DiBartolo said that once a course material has been approved for a course that same material can be used for other courses too without additional verification.

CDC: They request a change in submission dates for the fall and spring semesters. They propose the last Thursday in August and the second Thursday in January as the new deadlines. AAC and CDC can move meeting dates to accommodate this if necessary. Laura Earle motioned to move the fall deadline to the last Thursday in August. Bill Fletcher seconded. The motion failed.

Christi White said she will be working over the summer and that faculty with curriculum can send it to her prior to the deadline.

Facilities: Dr. Paradise said he had a schedule conflict and was unable to attend the meeting today. He invited members to send questions to him by email. Scott Herber will send a copy of the 2016-2017 AAC schedule to him and invite him to the meetings next academic year. He will also send a copy of the meeting minutes that pertain to him.

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

DISCUSSION	AAC Handbook update: Scott Herber said he will work on this over the summer.
	RCMATS form: David Simmons motioned to stipulate that until new approved forms are completed the college will use existing forms. Bill Fletcher seconded. The

	motion passed. Voting for officers: Scott Herber was unanimously voted to remain as Chair, and Andrew Lieb was unanimously voted to remain as Vice Chair. No one volunteered to be Secretary.	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Revise AAC handbook	Scott Herber	Prior to next meeting

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

DISCUSSION	AP testing issues: The AP tests are scheduled at the same time as college finals. Can faculty be flexible in allowing students to take tests since the national test dates are inflexible? Members are asked to think about it over the summer and be prepared to discuss it in the fall. Holly Kahler said in general faculty need more communication from the Brevard Public Schools regarding activities and tests. The same issues of time conflict exist for the ACT, SAT, etc. Goals: Scott Herber had emailed all members the four proposed goals for the 2016-2017 AAC to address. Belynda Cain motioned to accept the goals. Laura Earle seconded. The motion passed. 1. Review/revise council and committee membership to enhance appropriate representation and effectively utilize faculty talents and time. 2. Establish a mechanism for the review of textbooks and course materials by course college-wide every major semester (new state law). 3. Continue to streamline the curriculum approval process. 4. Review and make recommendations for the content of assessment tools.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

SPECIAL NOTES	The next meeting will be in fall 2016.