

Academic Affairs Council--DRAFT

MINUTES

APRIL 21, 2017

COCOA, BUILDING 12, R 228

MEETING CALLED BY	Scott Herber
TYPE OF MEETING	Monthly AAC Meeting
FACILITATOR	
NOTE TAKER	Robin Boggs
ATTENDEES	John Armstrong, Robin Boggs, Belynda Cain, Frank Christopian , Kim Coluccio , Marianne Daltio , Connie Dearmin, Salli DiBartolo, Synthia Doaks, Laura Earle, Deborah Eaton, Holly Erlen, Deana Handfield, Lance Henderson, Scott Herber, Rex Hezlitt, Andrew Lieb, Daniel Mondshein, Linda Miedema, Ashley Olund, Beverly Payne, Karen Peterson, Cindy Puckett, Matt Remer , Michelle Richard, Patrick Robinson, David Shedrow, Radhe Schiff, Christi White Guests: Dr. Ramona Smith, Dr. Mark Quatham

- I. Agenda topics: Approval of March 3, 2017 Meeting Minutes

DISCUSSION	Minutes needed a spelling change.
	Belynda Cain moved to approve; Laura Earle- seconded; Motion approved.

ANNOUNCEMENTS

SCOTT HERBER

DISCUSSION	<ol style="list-style-type: none"> a. AAC Website has been updated. Site can only be updated and review only from office computer. b. Administrative Liaison is now Dr. Miedema. Alternates are Dr. Wayne Stein and Mr. Ray Roberts. c. Year in Review (see handout)—last one (Faculty and Staff collaboration for student retention will be done today.

PRESENTATIONS

DR. RAMONA SMITH

DISCUSSION	Dr. Ramona Smith presented some of the new ideas regarding Student Success. With Dr. Mark Quatham assisting, Dr. Smith discussed the results
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of collaborative efforts for a potential Title III grant (\$2.1 million over 5 years) focusing on encouraging students get on the right track. Ramona and Mark shared some handouts showing college-wide data.

Mark started by providing information on the current state of community colleges and the current divide between career and academic programs. Apparently, the lack of structure and alignment impairs the college's ability to get the student ready.

Proposed Solutions- Guided Pathways Movement. The Pathways model is an integrated institution- wide program. EFSC needs to examine the essential conditions in the Planning and Implementation for Early Outcomes. Charts were provided that demonstrated the pertinent following information.

According to Dr. Smith, EFSC statistics are in line with other colleges. We need to realize that this is a systematic program in community colleges (2 year programs). EFSC needs to have a cultural shift using transparency that includes Student Success Summits, Program Review Consortiums, and Regular Information Check-ins. Having the technical infrastructure to help track student learning outcome achievement and student engagement is the key to success.

The Title III proposal builds upon existing efforts by highlighting the college orientation and the first year experience for students. The proposal expands on a structured on boarding process and emphasizes a proactive academic and career advising. EFSC may need to restructure the academic programs to enable EFSC to better track students. The proposal calls for enhanced professional development as EFSC moves to a more data-reliant institution.

Guided Pathways essential practices asks the question, "What are you going to do instead of what's your major?" to students. With current issues with transfer plans, the college should develop AA transfer plans with appropriately sequenced courses, design program plans that are accurate, establish the major plans, and follow up by working on them.

AACC recommendation:

- Expand college orientation
- First year experience course
- First year career and academic advising
- Common 15 credits (try to cohort students) enrolling students in these common courses- specific courses their first semester and provide support through the gateway courses...Common courses would allow college to specify support

- Developmental education student success-- Math—expanded use of ALEKS; Reading/Writing—create co-requisite courses
- New Early Alert (allows faculty to report students at any point in the term to refer students for extra help—send to case manager; notify SAIL, TRIO---- college as a whole is helping the faculty help the student)
- Expected EFSC Improvements include credit accumulation, identification of a transfer plan, completion of gateway of math and English courses within Year 1, persistence from term to term, and completion ratio of college-level course completion within the first year.
- How does EFSC attain the improvements?
 - Case management
 - Early Alert expansion
 - Expanded faculty advising role in 2nd year and beyond
 - Mentor/success coaching hours
 - Learning Lab expended hours and offerings
 - ESOL—partnership with public schools—
 - Workshop[series to support academics, soft skills, and career planning
 - Transfer college fairs

Additional Discussion: Dr. Smith provided some information regarding Broward College's plans. For example, Broward provided stipends for those who work on transfer plans and/or other parameters. For more information, see Broward Career Pathways.

A suggestion was made to institute "buttons" into Canvas for "College Resources" similar to that of the current "Library Resources".

Dr. Smith will send this presentation to Scott, who in turn will forward it to AAC members. The grant review deadline 6-16. Dr. Miedema stated that the college is interested in proceeding with some aspects even if EFSC does not receive the grant. Dr. Smith concluded that we will undergo a college-wide transition.

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CURRICULUM REVIEW

SCOTT HERBER

DISCUSSION	<p>John Armstrong motioned that AAC goes to direct voting on the curriculum packages. Holly Erler seconded the motion. Approved. The following had no comments and were approved as a block:</p> <p>RFA ID: 2988 - Office Administration AS: OST 1110 - Keyboarding 2; RFA ID: 3582 - ECO 2013H - Honors Principles of Economics Macroeconomics(course deletion); RFA ID: 3602 - ECO 2023H - Honors Principles of Economics Microeconomics (course deletion) ; RFA ID: 3723 - Accounting Technology Operations CCC CODE: AOCC; RFA ID: 3724 - Accounting Technology Specialist CCC CODE ASCC; RFA ID: 3782 - Business Administration A.S. Degree Code: BUAS; RFA ID: 3382 - Business Development and Entrepreneurship College Credit Certificate 25 hours; RFA ID: 2985 - Business Administration BUAS: GEB 2938 - Career Exploration in Business; RFA ID: 3342 - Business Specialist College Credit Certificate 12 hours; RFA ID: 2992 - Office Support; RFA ID: 3362 - Business Operations College Credit Certificate 18 hours; RFA ID: 3722 - Accounting Technology Management CCC Code: AACC; and RFA ID: 3322 - Transportation and Logistics TLAS: MAN 2943 - Transportation and Logistics Internship; RFA ID: 3662 - AS in Social and Human Services;</p>

	Curriculum Review	Scott Herber

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In the second round of curriculum review, the following had no comments and were approved as a block: RFA ID: 3622 - PLA 2932 - Special Topics in Legal Field; RFA ID: 2882 - Aerospace Technology; ETIC 1830 - Material and Process 1; RFA ID: 3162 - Aerospace Technician CCC; and RFA ID: 3182 - Structural Assembly Technician CCC.

In the third round of curriculum review, the following had no comments and were approved as a block RFA ID: 2966 - Preschool Specialization; RFA ID: 2969 - Child Development Early Intervention; RFA ID: 2968 - Childcare Management; RFA ID: 3046 - Computer Programming CCC (CPCC); and RFA ID: 3102 - Geographic Information Systems (GIS).

In the fourth round of curriculum review, the following had no comments and were approved as a block: RFA ID: 3262 - Pharmacy Technician: PTN 1121 - Therapeutic Agents 1; RFA ID: 3263 - Pharmacy Technician: PTNC 1001 - Introduction to Pharmacy; RFA ID: 3263 - Pharmacy Technician: PTNC 1001 - Introduction to Pharmacy; RFA ID: 3042 - Pharmacy Technician: PTN 1132 - Basic Business Skills for the Pharmacy Technician; RFA ID: 3264 - Pharmacy Technician: PTNL 1131 - Applied Pharmacy Practice 1; RFA ID: 3043 - Phlebotomy: MLT 0047 - Phlebotomy; RFA ID: 3222 - Phlebotomy: MLTL 0048 - Phlebotomy Clinical Rotation; and RFA ID: 3682 - Community Health Worker.

Curriculum Packages with discussion:

- RFA ID: 3048 - COM 2070 - Career Exploration in Communication
Incorrect course number, Changed. Discussion: Salli DiBartolo asked about the course being able to be offered online. The course is a template course with speakers. Perhaps a future investigate needs to examine template courses and their possible options.
Laura Earle inquired about the course description. **Approved**
- RFA ID: 3482 - COP 2948 - Service-Learning Field Studies 1. Holly Erler commented that there was one typo—CCVS- corrected. This is also a template course. **Approved with correction.**
- RFA ID: 3802 - Business Management CCC Code: BMCC: There is a grammar typo. Discussion Connie Dearmin commented that a sentence is awkward; however, the wording is from state and in catalog; Correction: change business to businesses. **Approved**
- RFA ID: 3642 - Business Administration BUAS: ADV 2000 – Advertising. There is an editing question. Discussion on Core Ability—don't forget to link up core ability— take out the comment. Change to no comment—that comment is part of the template. **Approved**
- RFA ID: 2989 - Office Administration AS: OST 1055 - Career Planning. There is One correction: Discussion Take out the prerequisite of OST; this course fixed change from one course to another **Approved**
- RFA ID: 2990 - Office Administration AS: OST 2135 - Medical Keyboarding. One correction Discussion. Word Processing One is out and replaced with Keyboarding 2 (not alphabetical) **Approved with corrections (Kristi White)**
- RFA ID: 2993 - Office Management CCC: -

One suggestion: Discussion Word Processing One is out and replaced with Keyboarding 2 (not alphabetical) Approved with corrections (Kristi White)

RFA ID: 2991 - Office Specialist: -One suggestion: Discussion Processing One is out and replaced with Keyboarding 2 (not alphabetical) **Approved**

- RFA ID: 2996 - Drafting and Design Technology: CGS 1871 - MultiMedia Presentation. There are a few comments. Discussion: there is no course plan attached-- deleted CGS 1771. There should have been a CGT form. Take out change indicator. Spelling issue—graphic (add -s) Everything below note is inputted by IT- the area if auto-programmed. Question regarding bout hour count—checked Title added **Approved with corrections**
 - RFA ID: 3282 - Intermodal Freight Transportation CCC: - One Question. Discussion: Specialization code- didn't have it when this went through **Approved**
 - RFA ID: 3302 - International Freight Transportation CCC: - One Question. Discussion: Specialization code- didn't have it when this went through **Approved**
 - RFA ID: 2967 - Infant Toddler Specialization: -Contact hour issue was questioned, but after checking, the contact hours listed are ok **Approved**
 - RFA ID: 2994 - Medical Office Management: - Hold and question. Resubmission Degree requirement **Approved**
 - RFA ID: 3202 - Phlebotomy: MLTL 0047 - Phlebotomy Laboratory: Grammar concern. No hyphen needed Discussion **Approved**
 - RFA ID: 3842 - RETL 2877 - Clinical Respiratory Care IV One comment- COPS was put in incorrectly. This was correcting an error. Discussion **Approved**
- RFA ID: 3242 - Pharmacy Technician: PTN 1017 - Pharmacy Calculations Confirmation of fix (yes) Discussion Kristi can edit this. **Approved**

Laura Earle commented that the Culinary curriculum was a late submission. Put programs on hold until the fall. Perhaps looking at review over the summer and discuss over new business.

After discussion, Scott noticed that the AAC had perhaps one more review. Scott will send out and the AAC will take an email vote.

Drafting, digital tv, and graphics--- moving to technologies

Special question: As new courses/programs are originating, how are clusters determined? Scott Herber mentioned that in the past, the administration decided the placement. For example, transportation is under business. This is the first time the issue has come up for discussion. Solution: table the question and bring it back up to AAC. Concern for Trades cluster.

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Committee Announcements

SCOTT HERBER

DISCUSSION	1 CDC- Ron attended to discuss the Culinary programs. Also he could use some more mentors.
	2. ETAC- Nelly Cardinale will be the new chair of ETAC. Salli DiBartolo and Michelle Richard will stay on the committee.
	3. Assessment- No Update
	4. Diversity- No Update
	5. LMS- No Update
	6. Library- Completion of the National Library Week. Cocoa had a scavenger hunt.
	7. Handbook- Currently a two person committee. They did a great job.

UPDATES (IF AVAILABLE) AND OLD BUSINESS

SCOTT HERBER

DISCUSSION	Cluster chair guidebook updates- Andre Lieb. Guidebook was sent out for review. No additional comments. John Armstrong made the motion to approve. Radhe Schiff seconded. Approved

NEW BUSINESS

SCOTT HERBER

DISCUSSION	AAC Schedule for 2017-2018 Academic Year: Scott Herber will send out email detaining the meeting dates. Salli DiBartolo suggested that all of the meetings begin at 9:15 AM for consistency.
	Reminders about AAC Vice Chair and Secretary Elections: Elections will be held during the first meeting in August.
	Goals for the 2017-2018 Academic Year: Current suggestions include 1) continued curriculum review of old courses. More than 200 more courses need to be updated.
	Textbook Affordability: AAC needs to address this issue to encourage faculty to be involved in the process and explore more open access. The faculty needs to ensure that we are punctual with the reporting. College needs to be able to show the process. A resulting new issue involves ownership. If the faculty publishes a book, he/she can't use it in their course. There are also some legal issues involved with using open access resources. Legal counsel can check copyright issues. Also, there are some discipline interactions—most noticeably in math. There are those instructors who want to use technology and others who wish to be textbooks. This difference may result in a dispute between academic freedom and state requirements.
	Laura Earle motioned to approved the goals. Second by Holly Erler. Approved.

CONCLUSIONS	Textbook Affordability- Perhaps AAC should create a checklist or form for textbook affordability as well as set up some processes and procedures.

OPEN BUSINESS

SCOTT HERBER

DISCUSSION	<p>Today is Bill Fletcher's last day on AAC.</p> <p>Frank Christopian stated that if the college requires and 85%, should faculty send out emails to decide on their options of a F or W8.</p> <p>Attendance – Veterans are required to have 30 days for attendance. Dr. Miedema is investigating the options to address VA concerns. For example, how do we manage the 30 day of attendance during the summer?</p> <p>Scott Herber mentioned that there are fobs to track for attendance.</p> <p>,</p>
CONCLUSIONS	

Meeting Adjourned at 12:03 PM