

# Academic Affairs Council

## MINUTES

AUGUST 19, 2016

9:00AM – 11:23PM

MELBOOURNE, 2-211

<b>MEETING CALLED BY</b>	Scott Herber
<b>FACILITATOR</b>	Scott Herber
<b>NOTE TAKER</b>	Andrew Lieb
<b>ATTENDEES</b>	Meer Almeer, John Armstrong, Robin Boggs, Wayne Brown, Stephanie Burnette, Belynda Cain, Sue Campbell, Nelly Cardinale, Roland Chambers, Kathy Cobb, Kim Coluccio, Joanne Connell, Sharon Cronk-Raby, Jacinta Dawson, Connie Dearmin, Julie Derrick, Salli DiBartolo, Laura Earle, Deborah Eaton, Sharon Fletcher, William Fletcher, Ilana Grimes, Walt Hazelton, Holly Kahler, Bill Klein, Robert Lamb, Andrew Lieb, Paola Moneymaker, Dayla Nolis, Joshua Ojwang, Ashley Olund, Cindy Puckett, Matt Remer, Michelle Richard, Amy Rieger, Radhe Schiff, David Shedrow, Marian Shelpman, Ramona Smith, Mili Torres, Patricia Wallace, Elmira Yakutova-Lorentz

### Agenda topics

[**TIME ALLOTTED**]

APPROVAL OF MINUTES/ANNOUNCEMENTS

SCOTT HERBER

<b>DISCUSSION</b>	<u>Minutes</u> : 4/15/2016 minutes previously approved via e-mail.		
	<u>Courses over 10 years</u> : Scott Herber announced that faculty/clusters have made significant progress revising out of date curriculum. The goal for the clusters is to get the next 20% done this year. Speak with Provost Cobb for assistance.		
<b>DISCUSSION</b>	<u>Records Retention</u> : Administrative assistants will begin to scan records for retention (required to keep 2 years + a semester, or appx. 3 years). Records needed for retention can / will depend on program specific accreditation / requirements, so please make sure to verify within the discipline to verify specific requirements		
	<u>Guidebooks</u> : As part of the College's strategic plan, the AAC Chair has be requested to create guides for specific positions like Cluster Chair, Department Chair, Program Coordinator, and Lab Coordinator. Please speak with Scott Herber if there are any questions.		
	<u>9/1 Course Submission Deadline</u> : per the CDC, the deadline to submit curriculum for the next review cycle is September 1 <sup>st</sup> .		
<b>ACTION ITEMS</b>	<u>Future Breakfast</u> : A random number generator will be used to assign breakfast to the various AAC representatives. An e-mail from Scott Herber will follow with assignments, etc.		
	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>	

[**TIME ALLOTTED**]

CURRICULUM REVIEW

SCOTT HERBER

<b>DISCUSSION</b>	None – no curriculum to review.
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<b>DISCUSSION</b>	<p><u>Joe Ambrose:</u> The College is very interested in providing Active Shooter Training and guidance for how to handle an active shooter emergency. Mr. Ambrose has offered to come to any classroom and give a presentation as well as evaluate and/or create safety plans. Several options or procedures were discussed including: 1. Leave 2. Hide 3. Gang up (as a last resort only) 4. Wait for LEO (Law Enforcement Officers/Officials) to arrive. All campuses will shortly have (if they don't already) Campus Security Officers who are armed and extensively trained in active shooter emergencies. These officers have been selected by a review board and have received additional training. Most are former LEO and will be qualified to be considered 'first responders' in an emergency. In addition to this, plainclothes police officers have been on all campuses for the last 1-1.5 years.</p> <p>A. Discussion:</p> <ol style="list-style-type: none"> <li>a. Many faculty members thanked Mr. Ambrose for his willingness to help and to provide meaningful information</li> <li>b. Cameras are being installed and upgraded on every campus</li> <li>c. If you'd like a safety evaluation or presentation please contact Jessica Stedham at x5839</li> <li>d. Mr. Ambrose was asked if there was a one sheet that faculty could provide their students and Mr. Ambrose replied that they preferred to have face to face discussions with the students, though some videos may be available and to please check with Jessica Stedham</li> </ol> <p><u>Stephanie Burnette:</u> The College has altered the procedure for course substitutions and waivers, as was previously discussed. Both substitutions and waivers will go to the Registrar's office first because many of the requests are standard requests that faculty have already provided recommendations and additional information isn't needed. This will provide increased tracking for both as well. If the Registrar's office doesn't have a particular course on file from an institution they will reach out to faculty for additional clarification / help via the clusters.</p> <p>A. <u>Updated Procedures:</u> will roll out with a new form and tutorial later this week (week of 8/21)</p> <p>B. <u>Faculty Involvement:</u> the Registrar's office will still reach out to verify any course they're unsure of as well as technical courses for veterans</p> <ol style="list-style-type: none"> <li>a. Bill Klein stated that more military credits are awarding AICE credits and that military transcripts can occasionally list credits more than once (depending on the promotion schedule). Stephanie Burnette replied that this can be a problem and was one of the reason for this shift in protocol</li> </ol> <p>C. <u>Major Change Problem:</u> Meer Almeer stated that one problem he's noticed was that while all new incoming students were required to select a specialization in his technical program, students who were already in his program had their specializations selected for them and that this became a problem for their financial aid. He asked that if this were to occur again in the future would the Registrar's please try to communicate this better to the faculty overseeing the program so that they could advise their students to please check their majors, etc. in order to avoid this problem. Stephanie Burnette agreed that while communication went out to the students that communication could always be improved. She also stated that any student who was having this trouble can still have their major adjusted.</p>
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<b>DISCUSSION</b>	<u>Division Representatives:</u> Division Representatives were confirmed by Scott Herber.
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	<p><u>CDC</u>: The first meeting will be 8/26/2016 and that new forms are available. The CPT form is a combination of the old COPS and COS forms. The CPT is available online as is a guide for filling out the CPT.</p> <p><u>ETAC</u>: As of June 30<sup>th</sup> two positions are available. Laura Earle suggested posting those positions on the CTE website.</p> <p><u>Assessment</u>: A new procedure has been e-mailed out to faculty.</p> <p><u>Diversity</u> – No announcements.</p> <p><u>LMS</u> – No announcements.</p> <p><u>Library</u>: No announcements.</p> <p><u>Handbook</u>: The handbook committee needs a new chair / member.</p> <p><u>SAIL</u>: No announcements. Josh Ojwang requested a better procedure for lab requests / assistance for SAIL students. Dr. Sidoran stated that the process is being revised. A point was raised that the College-wide Equity and Diversity Task Force has a SAIL subcommittee as does the AAC Accessibility Committee. The question was raised whether the AAC Subcommittee should be merged into a liaison position. Bill Klein stated that the intended purposes still seemed to be different and Robert Lamb agreed and stated he felt they should be kept separate. Laura Earle <u>motioned</u> for a vote and Belynda Cain seconded. After a short discussion the motion was <u>tabled</u> for now.</p>
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**[TIME ALLOTTED]**                      UPDATES AND OLD BUSINESS                      SCOTT HERBER

<b>DISCUSSION</b>	<p><u>Voting for Secretary</u>: Robin Boggs was nominated for AAC Secretary by Andrew Lieb and was unanimously voted in.</p>
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**[TIME ALLOTTED]**                      NEW BUSINESS                      **[PRESENTER]**

<b>DISCUSSION</b>	<p><u>AAC Handbook Update</u>: Scott Herber previously e-mailed out a revised handbook and will now edit and re-e-mail out a draft for additional comments. He requested that it be ready for a vote at the next meeting.</p> <p><u>ALIP</u>: 11 applicants for the Administrative Leadership Intern Program were selected and will be travelling around to each campus to learn and assist in various programs.</p> <p><u>RCMATS form</u>: Scott Herber announced that the RCMATS (Required Course Materials and Textbook Tracking System) form is at IT and schedule for creation. The new state mandated regulations have been added as well. The paper form will be continued to be used until the electronic version is finalized. Bill Klein asked if we can capture and display all of the information gathered so that faculty could see what texts are required and recommended college-wide. This would hopefully help foster discussion among faculty regarding textbooks.</p> <p><u>Faculty Enlight</u>: as part of the RCMATS form revision, the College is revising the Faculty Enlight procedures. There will be a reduced number of "approvers" on each campus.</p> <p>A. Laura Earle asked for the names of the new points of contact and Provost Cobb stated that the names will be finalized this upcoming Tuesday at Provost Council.</p> <p>B. A discussion followed this where it was asked if New Faculty Orientation</p>
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covered any of this information (Scott Herber: no, it doesn't) and if the AAC should make a recommendation to train faculty and department chairs (so they could train adjuncts). Provost Cobb agreed that the loop needed to be closed somehow. Ramona Smith asked if perhaps CTE could help accomplish this. Discussion continued and once more information is available it was suggested that AAC make a recommendation.

CPT form: Laura Earle asked why the form is in MS Word format instead of Adobe or another format. Word format was selected because of its ability to be manipulated and changed as necessary. The CPT form has allowed for an updated curriculum development process as well, and that process is available online. The only forms now required are the CPT, Lab Fee, Program of Study, and the Catalog page. As part of this process WIDS will be no longer accessible by the end of the Fall term. It is strongly suggested that the Clusters download any curriculum forms they feel they need now (in MS Word format and not .PDF format). There are also updated documents online, including an updated Blooms list. If there are questions, please contact Christi White at x7135.

- A. Wayne Brown asked the special fees and lab fees are separated. Clarification is needed regarding this because while fees must be itemized, Banner doesn't separate the fees. Marian Shelpman asked about multi-instructor fees like those used for Law Enforcement classes.

DOGS and CATS: Scott Herber reported that CATS now has vote tracking and that only one course file will need to be uploaded (which should help prevent duplication and/or the wrong form being revised or used). There is a PowerPoint guide available and it will be posted on the Curriculum website.

Syllabus Additions / Addendums: Scott Herber stated that a course syllabus is slowly becoming a manual and not a syllabus. He asked if a document could be created that a syllabus would reference instead (like the Student Handbook). This document could also have an electronic sign off attached to it so that a student must acknowledge and agree to the College policies before being able to access their course shells (or register for classes). Motion: Laura Earle motioned that the AAC recommend the creation of this document and the corresponding electronic sign off. Salli Dibartolo seconded. The motion carried unanimously.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED] OPEN BUSINESS

<b>DISCUSSION</b>	<p><u>Courses without Faculty assigned</u>: several campuses had fall courses created that due a glitch or oversight, had no faculty assigned and the course didn't appear on division reports. This allowed students to register for a course that the division wasn't aware existed and caused problems on more than one campus. Scott Herber will be looking into this and e-mailing out a follow-up.</p> <p><u>Lab Fees</u>: Robert Lamb reported that a student requested clarification about a lab fee that seemed excessive. After investigating, he discovered that the lab fee had been incorrectly input and had been wrong since 2011. He recommends that all faculty with lab fees double check their fees.</p> <p><u>Textbook Issue</u>: Cindy Puckett stated that Mark McBride found the bookstore charging an incorrect price for a text (a lower rate had been negotiated with the</p>
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publisher). She strongly suggests that anyone with negotiated prices make sure that the price they negotiated is actually being charged. This should also be verified in Faculty Enlight. Radha Schiff reported a similar issue with the MATV 0057 text. The bookstore does price match now as well, but third party sellers are ineligible (a text available in the Amazon marketplace but not provided by Amazon isn't eligible for a price match).

Open Education Workshop: Provost Cobb stated that there would be an open education workshop next term that could help alleviate or eliminate textbook costs and faculty are encouraged to attend. She also mentioned that the new textbook legislation requires cost benefit analysis of all textbooks.

Textbook Cost Alignment: Radha Schiff asked who is responsible for completing this. All faculty are responsible for their textbooks and that faculty should speak with Rachel Costa at x5197. All faculty are encouraged to contact her with their questions.

Proctored Test Scheduler: Salli DiBartolo stated that if a student is a late add and the exam has already been scheduled the student may not have access to the exam in their scheduler. Provost Cobb asked that if this happens to please speak with Assoc. Provost Mary Roslonowski to fix this issue. Another issue identified is that the Learning Labs are not set up on day 1 to allow students to schedule their exams.

Collaborations: Bill Klein asked how to create collaborations. Ramona Smith encouraged him to speak with her, but that there isn't currently an official procedure to follow. Laura Earle asked that a white sheet be developed to help guide faculty.

Proctor U Cheating Issues: Elmira Yakutova-Lorentz stated that she was having difficulty with Proctor U and that students appeared to be cheating while taking her exams. There are many guides regarding cheating Proctor U on the web and she is concerned about the integrity of her course. She asks if there is a way for AAC to address this. Provost Cobb replied that in-county student may be required to take tests on site and that proctoring exams will continue to be a work in progress. The State is currently investigating options, but to please bring concerns to either her or Assoc. Provost Roslonowski.

Motion to Adjourn at 11:23AM

**SPECIAL NOTES**

The next meeting will be in September 16, 2016.